

**Elizabethtown Public Library
 Craft Fair
 Friday & Saturday,
 September 8 & 9, 2023
 Application for Vendor Space**

Benefits Elizabethtown Public Library, a not for profit organization serving the Greater Elizabethtown Area

1. Handmade, good quality crafts, vintage and repurposed items, hobby and decorating items will be the primary focus. A limited number of other business vendor spaces will also be included, but crafters will receive the first priority.
2. Vendors are responsible to provide the following prior to the Craft Fair:
 - a) Complete legible registration form.
 - b) One (or more) raffle prizes with a \$10.00 minimum value.**
 - c) A complete, vivid description of items being sold. Include details that can be included in the Craft Fair program and used for promoting the event and your craft/item.
 - d) One or more photos of your items to information@etownpubliclibrary.org
 Preferred Formats are: PDF, JPEG, 72 dpi minimum
3. Spaces will be assigned on a first-come first-serve basis as determined by the date the application fee is postmarked with consideration for vendors that have also participated in the E-town Public Library Craft Fair in previous years. Previous vendors must submit applications by 08/4/2023 to insure priority consideration. If you have specific space needs, please contact Dorinda by email at information@etownpubliclibrary.org.

4. You will be notified of your space assignment via mail or email on September 1, 2023.
5. **Space size and electricity: 6' wide x 4': \$25.00. Electric spaces - add \$15. Electricity (110 only) is limited to one device only. Electric spaces are limited. A 5-6' table and 2 chairs are provided.**
6. Time: Held indoors at Elizabethtown Public Library on Friday September 8 from 4-8 PM and Saturday, September 9, 2023 from 9AM-4PM. The Friday hours coincide with the Friend's Book Sale. Set up on Friday is from 9AM - 4PM or 4-8PM during the event. You may also set up on Saturday beginning at 8AM.
7. Parking is extremely limited at Elizabethtown Public Library so we ask that you unload your materials and re-park your vehicle in a space other than the Library parking lot and the adjacent municipal lot. We can provide suggestions for parking.
8. Vendors are responsible for cleaning their space at the end of the day.
9. Please, no music or other recordings played as part of your site. Also, please no open flames (including candles) or other potential fire hazards.
10. The Library Event committee reserves the right to deny space to any applicant for any reason whatsoever including but not limited to an applicant's usage of space which is not in keeping with the intent of the craft fair. Said intent shall be determined solely by the Library Event committee.
11. Elizabethtown Public Library will not be held responsible for loss or injury incurred by participants or vendors.

FOR OUR USE: Vendor No. _____ Space Assigned _____ Picture Provided _____
 Post Mark Date _____ Check No. or Credit Card _____ Amount Paid _____

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Business/Craft Vendor Application

I hereby consent to the rules and regulations set forth for the 2023 Elizabethtown Public Library's Craft Fair with a Small Business Flair as detailed in this brochure.

Signature: _____

Organization/Business Name: _____

Contact Person: _____

Address _____
Street City State Zip Code

Phone (with Area Code): _____ E-mail: _____

PA Sales Tax License # _____

Yes, I will participate in Elizabethtown Public Library's Craft Fair with a vendor space for \$25.00 per space.

Number of spaces needed : _____ -- Total fee paid _____

I will participate: _____ Friday only, _____ Saturday only , or _____ Friday & Saturday.

____ Yes, I need **Electricity**(110 only) Cost - an additional \$15. Spaces are limited. Limited to one device only.

Special Needs/Considerations: _____

Payment Options

____ MasterCard Or ____ Visa # _____ Exp.Date _____

CVV Code # _____ Signature _____

Billing Name, Address, & Phone # (if different from above) : _____

_____ Check enclosed **-(a \$30 fee will be charged on all returned checks)**

**Craft Fair Application Continued on other Side
 Please complete both sides!**

Elizabethtown Public Library Craft Fair
Friday, September 8 & Saturday September 9, 2023
Application for Vendor Space *continued from other side*

A general description of my crafts. Please give a vivid word picture as your description will be used in our brochure.

_____ I will set up my craft stand on Friday, September 8 from 9AM-4PM.

_____ I will set up my craft stand on Friday, September 8 from 4-8PM.

_____ I will set up my craft stand on Saturday, September 9 from 8 -9AM.

Complete this application and submit this portion by September 1, 2023. Please cut the application at the dotted line and keep the information portion for your records. Your payment must accompany your application with either your credit card information or a check payable to Elizabethtown Public Library to: **Elizabethtown Public Library, 10 S. Market St., Elizabethtown, PA 17022.**

If paying by credit card, the application may be faxed to (717)367-6022 or emailed to information@etownpubliclibrary.org, please include "Craft Fair" in the subject line.

Reminders:



Send pictures (by email preferably) **and descriptions of your crafts** so we can promote you!

Deliver and Set Up your Stand on Friday, September 8 from 9AM-4PM, or during the evening event or starting at 8AM Saturday, September 9, 2023.



DO NOT PARK IN THE LIBRARY LOT during the Craft Fair.

Submit Your Raffle Prize (\$10 minimum value) to Dorinda @ the Library no later than Wednesday, September 6, 2023



The goal of Elizabethtown Public Library's Craft Fair is to support your business and the Library. We will work with you to make this a profitable event for you and ask that you help us to do the same. Thank you so much for your participation!

Remember to like and share our event on the Library's Facebook page!



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Fourteenth Annual
Craft Fair
with a Small Business Flair

Friday & Saturday
September 8 4-8 PM & September 9 9AM-4PM



10 South Market Street
Elizabethtown, PA 17022
717-367-7467 - fax 717-367-6022
etownpubliclibrary.org
Email: information@etownpubliclibrary.org