

Friends of the Library Craft Fair Saturday November 18th, 9 - 3

1. Vendors can set up Friday 11/17 from 6 –8 pm.
2. Crafters must be at their booth to sell their items during the Fair open hours. You can have someone else designated to be at your booth, but you need to communicate that on your entry form.
3. Crafters must have their items for sale from 9 – 3 on the day of the Fair. Packing up early diminishes the Fair and shoppers will have a negative reaction.
4. Crafters must have item prices clearly designated.
5. All items must be hand crafted. (this does not mean you cannot sell items that you have personalized cups/mugs/plaques)
6. Payment to reserve your spot is due by November 1st. Check should be made out to the Friends of the Library. Cash or credit card payment is okay.
7. Each crafter must have their own cash till for making change. Vendors decide whether they are required to charge sales tax based on Wisconsin law. Each vendor must complete the attached registration form.
8. Shoppers can use the Friends of the Library Go Payment account to make a credit/debit purchase from you. You will be forwarded a check for your total credit card sales within 5 days of the end of the Fair.
9. You can choose to accept checks or not, but the Friends are not responsible for any issues with bad checks.
10. Table size: One six foot table, 1 chair. You don't have to use a table, please let us know. Electricity may be accessible to your spot. We are not able to guarantee this. Vendors get free coffee. Snacks are up to you.
11. No firearms, ammunition, weapons, live pets, alcohol, drugs or drug paraphernalia can be sold or displayed.
12. After unloading please move your vehicle to the **far side** of the parking lot so that shoppers can have convenient parking.
13. It is assumed that each vendor is exempt from collecting/reporting sales tax based on "Publication 228 (03/15), Occasional Sales." If you are a seller that has a Tax ID number, you may be responsible for reporting your sales and paying any sales tax. The Friends of the Library are not responsible for collecting or paying sales tax.

The Friends agree to purchase at least one box ad in the Courier/advertiser two weeks prior to the Fair date. In addition, the Friends agree to promote the Fair via social media, including online sites like Madison.com, Facebook groups and posters. Posters will be sent to each vendor in PDF format so that you can print and post them in other public places you visit.

This is our second year and we will do our best to make this a bigger and better community event. Your patience and feedback will help us. We ARE starting out small – deliberately – so we can work out any issues as the Fair grows. Please be respectful when offering your critique of the rules and set up. Pictures of your items would be appreciated for posting to Facebook and for printing flyers. Send them to dianas@marlib.org In addition, a sample of your item(s) may be displayed a few weeks ahead in the Library showcase. Thanks, Diana S.

VENDOR REGISTRATION FORM

Friends of the Library Craft Fair – Held at American Legion Building.

Sale Date is Nov. 18th, 9-3, Set up date is Nov. 17th 6-8 pm.

Cost per spot (6' table space) is \$20. One spot per vendor. Two larger spots will be available on the lower level for \$40.00 each. They are approximately the size of 3-4 tables. These are first come first served basis. The lower level is accessible on the outside for loading/unloading and handicapped accessible.

Payment must be received by November 1st to reserve your spot. Cash/check/credit card.

No refunds after November 1st.

Vendors will be able to allow customers to charge purchases using the Friends Intuit/Go Payment account. (Part of the vendor fee will cover the processing costs incurred by the Friends for credit card use).

The Friends cannot be held liable for refunds arising from these credit card purchases once the sale is completed via Intuit/Go Payment.

"I understand that the American Legion building will be secured where the vendor items will be displayed, but that the American Legion, Friends and/or the Library cannot be held responsible for the value of the items in case of flood, fire, vandalism, theft, act of nature, or terrorism."

"Please sign me up for a spot at the Friends craft fair. I have read the attached rules and am happy to follow them."

Signed _____ Date _____

Name: _____

Phone _____ Email _____

Do you want a larger spot in the lower level? _____

I will be bringing (describe items) _____

Friends Section

Paid _____ date/method

Any credit card sales? No – Yes If yes, date/amount of check sent to vendor _____