



2024 Block Party Artisan Vendor Agreement & Information Packet

Event: 2024 Jim Roselle Community Block Party & Artisan Market

Date: Saturday, June 29, 2024

Time: 11:00 am – 2:00 pm

Location: 509 Cherry Street, Jamestown, NY 14701

Contact Person: Jennifer Champ, Special Projects and Facility Manager

Phone: 716-484-7135, ext. 258

Email: jchamp@prendergastlibrary.org

Please read and sign this agreement. As an accepted Vendor, you agree to the terms outlined below. This agreement must be signed when the Vendor pays their tabling fee. A \$25 payment is required by **May 15, 2024**. We accept cash, checks, or credit cards. If writing a check, please make it out to *James Prendergast Library Association*. Your payment is a donation to the Library and is tax deductible. You will receive a receipt for your payment and a stamped copy of your signed agreement. **Payments are nonrefundable.**

Please Print

Date:

Name: _____

Business Name: _____

Telephone Number: _____

Email: _____

Vendor Space Information:

Each Vendor will receive an 8' X 10' spot on the Library's first floor. Each spot will include an 8-foot table and two chairs. Please ensure that all tables, chairs, and items for sale fit in your space. **Free Wi-Fi is available in the Library; however, it is a public server and often busy. We recommend you use a hotspot or other device to receive fast, secure payments.** Vendors may start setting up at 9:00 am on the event day. The event begins at 11:00 am. Vendors cannot take down their booth until the Block Party ends at 2:00 pm.

Basket Raffle Fundraiser Donations:

The James Prendergast Library Association will hold a basket raffle during the Block Party. Profits support the Library's Summer Reading Celebration. Market vendors are invited to donate an item for the basket raffle, but a donation is not required.



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Extra Tables and Electricity:

The Library has limited extra tables and access to electrical outlets for vendors. These options are available on a first-come, first-served basis at the time of application submission. **For those who have been notified that their request for an additional 6 ft table and/or electrical outlet was approved, please initial the items below:**

☐ I have included an additional \$10 in my payment for a 6-ft table.

☐ I have read and signed the Library's Electric Outlet Usage Agreement (attached).

Vendor Sales:

The **James Prendergast Library Association** will not take any percentage on sales for this event. The Library charges a flat fee for the space rental, and vendors handle and account for all sales themselves. Vendors must abide by state and local laws when selling their goods.

Vendor Agreement Requirements:

Vendors will abide by and be subject to the following agreement as a condition for acceptance as a Vendor at the **Prendergast Library Block Party Artisan Market**.

1. I own the business that applied for a Vendor space.
2. I will be present at the Block Party, representing my work, and will not sublet booth space to another business or entity.
3. I understand that the **James Prendergast Library Association** reserves the right to remove, without refund or recourse, any Vendor who misrepresents themselves or their products.
4. I agree to comply with all local and state regulations.
5. I will have no open flames.
6. I will agree with all signage and space restrictions.
7. I agree to follow the setup and take-down procedure. Setup can start at 9:00 am on Saturday, June 29, 2024, and take-down must not commence until after the Block Party is over at 2:00 pm on Saturday, June 29, 2024.
8. I will not hold the **James Prendergast Library Association**, its agents, employees, or officers liable for failure to perform or fulfill its contractual obligations provided such failure is caused, occasioned, or impeded by closures of site location due to any causes beyond its control. Nor will I hold the **James Prendergast Library Association** responsible for loss or damage of exhibitor's wares, exhibits, revenue, or personal property or for loss or injury caused by products sold or exhibited by exhibitors, directly or through warranty, express or implied. Insurance for such loss, damages, or injury will be my sole responsibility.
9. If my check is returned due to insufficient funds, I agree to pay any fees charged by the bank and will promptly pay in cash at the Library's Circulation Desk. If I do not pay in cash within five business days of notification of the



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check return, I will lose my space as a vendor.

10. I understand that there are no refunds on my vendor fee and that my fee is a donation to the **James Prendergast Library Association**.
11. I understand that the **James Prendergast Library Association** will assign booth locations for each exhibitor at their sole discretion and that all vendors will be on the Library's first floor.
12. I agree that **James Prendergast Library Association** reserves the right to amend and/or add to the applicable rules pertaining to and governing the Block Party Artisan Market at any time before its commencement. If changes are made, all Vendors will be notified by email.
13. If this application is accepted, I permit the **James Prendergast Library Association** to use my business name, website address, photographs, or other materials submitted with my application for publicity purposes, including on the **James Prendergast Library Association** website and social media pages.
14. I must abide by the **James Prendergast Library Association** Rules of Conduct Policy. The Rules of Conduct policy is attached to the agreement.
15. I will not sell items that are illegal to sell, distribute, or purchase in the State of New York.

The James Prendergast Library Association has a zero-tolerance policy for discrimination and harassment towards any staff member, volunteer, Vendor, or patron. All Vendors must act professionally and treat one another respectfully, contributing to a welcoming and positive atmosphere.

I have read the contract and agree to abide by these rules. In addition, I expressly release the **James Prendergast Library Association** from any damage, injury, or loss to any person or goods arising from participating in the 2024 Community Block Party Artisan Market by me, the exhibitor, or any person working for me during the event.

Applicant's Signature:

Date:



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Statement of Vendor Selection:

The James Prendergast Library has the right to accept or refuse vendor applications.

The artisan vendors selected produce unique, crafted items representing local talent, materials, ideas, etc. Vendors can include crafters, jewelry makers, photographers, fabric artists, soap makers, ceramic artists, vintage upcyclers, and curators.

Artisans may sell items only approved during the application process. All artisan vendor applications must include two photos showing items to be sold and/or a curated collection and design elements. We accept and support emerging artists new to the market scene and experienced vendors!

A Sample of Categories + Mediums Accepted:

- *Fine Art*
 - Painting, Drawing, Printmaking and Letterpress, Fiber Art (Weaving, Natural Dyeing, Tufting/Punch Needle, Embroidery, Needle Craft, Sewing/Quilting, Knitting and Crochet, Macramé), Ceramics and Pottery, Resin Art
- *Crafted Products*
 - Woodworking, Basketry, Leatherwork, Furniture, Bookmaking, Bath and Beauty Products (Soaps, Skincare, Makeup), Jewelry, Glass/Stained Glass, Metalwork, Candle Making, Paper Making, Sculpture, Home Goods + Decor, Pet and Pet Themed Products
- *Original Design*
 - Lettering/Calligraphy, Paper Goods (Prints, Stationary, Cards, Calendars), Laser Cutting, Original Designs on Stickers, Pins, and T-Shirts
- *Apparel*
 - Handsewn apparel and accessories, original designs (printed or hand embellished) on clothing items
- *Curated Vintage Resale + Upcycle Items* (limited spots are available for this type of Vendor)
- *Specialty and Gourmet Food Items* (Must be sealed!)
 - Confectionaries, Jams and Jellies, Chocolates, Unique Bakery Items, Dog Treats
- *Plants + Flowers*
 - Cut Flowers, Dried Flowers, Flower Arrangements, Wreaths, Cacti and Plants, Plant and Garden Accessories

Electrical Outlet Usage Agreement:



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- I must only use the electrical outlet that the Library has made available to me.
- I will not plug in a power strip.
- I will bring an extension cord and understand that the Library will not provide me with one.
- I understand that cords must not cross walkways.
- I will not plug in coffee pots, heaters, or other appliances.
- I will not share my outlet with another vendor.

Applicant's Signature:

Date: