

# New Waverly Public Library Market Day

## VENDOR REGISTRATION/CONTRACT FORM

**Market Day will be held on the 2nd Saturday for the following months: January through December. Time of event is 9am-3pm.**

**\*\*\*This is an Outdoor Event\*\*\***

Vendor/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_, Cell: \_\_\_\_\_

Address: \_\_\_\_\_, City/State/Zip Code: \_\_\_\_\_

Email address: \_\_\_\_\_

Website(if available) \_\_\_\_\_

Type of Booth: (ex. food, produce, clothing, arts and crafts) \_\_\_\_\_

**Product information:** (Please provide a brief description(s) about your product(s) that will be available in booth(s). Some items may need prior approval.)

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**At this time we only accept cash or checks. In the event that your check is returned, a \$50 check return fee will be charged.**

**NO SALES, ADVERTISEMENT, OR CONSUMPTION OF ALCOHOL AND TOBACCO PRODUCTS**

**NON-REFUNDABLE 10x10 Booth rentals are \$35.00**

**\*\*Refunds only issues if New Waverly Public Library cancels the event\*\***

We will have a **limited number of tables** for rent at **\$10.00** each.

**EXAMPLE ON FILLING OUT THIS SECTION**

10x10 Regular Booth rental \$35	Qty (2) x (\$35)= \$70.00
6ft folding table \$10 each	Qty (3) x (\$10)= \$30.00
<b>Grand Total</b>	<b>\$100.00</b>
<b>Paid In Full Cash/Check</b>	<b>\$100.00      Check #123456</b>
Office use: Person accepting Form and payment	

10x10 Regular Booth rental \$35	Qty(____) x(____)=_____
6ft folding table \$10 each	Qty(____) x(____)=_____
Grand Total	\$_____
Paid In Full Cash/Check	\$_____ Check #_____
Office use: Person accepting Form and payment	

Vendors should arrive by 7:30 am to set-up. The event is from 9am-3pm. Tear down will commence immediately at 3pm.

**Any and all equipment must be provided by vendor. (Generators, trash cans, etc.)**

**It is the vendors responsibility to maintain and leave the area clean and trash free.**

Should you have any questions please leave a message for Rosie Daffin at 936-344-2198, send email rosienwpl@gmail.com or text 936-222-1633.

**Please review this contract, making sure all boxes have been filled in. Also, please make sure you understand all the specifics of this agreement.**

X \_\_\_\_\_  
(Signature of Vendor)

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

X \_\_\_\_\_  
(Printed Name of Vendor)

Upcoming Dates

- June 8
- July 10
- Aug 14
- Sept 11

**\*\*\*DATES AND TIMES ARE SUBJECT TO CHANGE\*\*\***

\*\*New Waverly Public Library and property owners of this event are not responsible for any loss or damage to personal property or vehicles. Also, not responsible if bodily injury is caused during the event. All individuals are responsible for themselves and personal property.