



2018 CRAFT FAIR & FARMERS' MARKET GUIDELINES

Location

On Rowley Street, Ely, IA
Near St. John Lutheran Church
and the Ely Community Center

When:

Setup Times: Saturday, Sept. 29 - 7:30 am to 9:00 am
Selling Time: Saturday, Sept. 29 - 9:00 am to 4:00 pm

RAINDATE: Sunday, 9/30

Mailing Address for Application/Fee

Friends of the Ely Public Library
Attn: Lisa Shelstad-Ladwig
PO Box 249
Ely, IA 52227

Stall Sizes and Details:

- Selling area is outside and will be on hard surface (suggest weights to hold down tents)
- Stalls will be approximately 10' wide and 10' deep
- Vendors are responsible for their own tables, chairs, tents, etc. Electricity and water will not be available
- Vendor's selling area should be neat and clean at all times; area should be clean and free of all debris before the vendor leaves the fair
- There will be no smoking in the vendor area

Fair Fees and Paperwork:

- \$20 per space (to be collected in advance)
- Fair fees are to be paid by cash or check to "**Ely, Iowa Friends of the Public Library**"
- Fair fees must be received with signed paperwork (application below) before your space will be reserved
- Any vendor writing a bad check will be charged \$25 per check
- All local and state taxes are the responsibility of the vendor

Acceptable Products

- Hand crafted items (jewelry, woodworking, fabric crafts, candles, etc)
- Home based businesses (ex - Pampered Chef, Scentsy, Avon, etc)

Vendor Name: _____

E-mail: _____

of Spaces: _____ X \$20 per space = \$ _____

Phone _____

Products: _____

Are you available on Raindate (9/30): _____

Door prize donations are much appreciated. Item you would like to donate: _____

To the fullest extent permitted by law, _____ vendor(s) agrees to indemnify and hold harmless the City of Ely, the Friends of Ely Public Library, Ely Public Library, employees and volunteers associated with these groups against any and all claims or loss arising out of participation in the 2018 Friends of the Ely Public Library Craft Fair.

Vendor Signature: _____ Date: _____