Friends of the Cudahy Library (FOCL) Vendor/Craft Fair Application

Cudahy Family Library  3500 Library Drive  Cudahy, WI  53110  (414) 769-2244

Saturday, April 4, 2020  9:00AM – 4:00 PM

NAME: ____________________________________________________________________________________

Phone Number: __________________________ Email: ____________________________________________

Product/Business Name:  ________________________________________________________________________

Number of Spaces Requested:

$30.00 Space _____ One table (72” by 30”) with two chairs  (6’ X 4’ space)

$40.00 Space _____ Two tables (72” by 30” and 72” by 18”) with two chairs  (8’ X 4’ space)

Total Non-Refundable Fee ________ Date Fee Received___________

Location of space will be assigned by the FOCL Committee on a first come, first serve basis starting with the Winter Garden and Ladish. As the number of vendors increase, spaces may be assigned throughout the Library.

VENDOR/CRAFT FAIR RULES:

1. All checks should be made out to the Friends of the Cudahy Library and submitted to FOCL at the Library.
2. All products sold will be either handcrafted or from an established company. No rummage or thrift store type items will be allowed at this event.
3. Vendors must contain their sales to the spaces to which they are assigned. Nothing may be taped to the Library walls or windows. Vendors must not block aisles or exit doors and must follow ADA regulations as enforced by Library staff.
4. Vendors must not pack up their spaces before the event closes at 4:00pm. Vendors who pack up early and leave may not be welcomed back to the next event.
5. Vendors must not leave their spaces unattended. FOCL will not be responsible for any loss of property or money during the Vendor/Craft Fair.
6. Vendors may set up their spaces in the Cudahy Family Library on Friday, 04/03/2020 from 1:00 – 4:00 PM.

As an approved vendor participation in the Friends of the Cudahy Library Vendor/Craft Fair on November 16, 2019, I have read the rules governing the use of the facilities included with this application and agree that they will be strictly observed. I accept responsibility for any damages that might occur to the Library or City of Cudahy property during my use of the facility. I shall indemnify and hold harmless the Friends of the Cudahy Library, the Cudahy Family Library, the City of Cudahy, its officers and employees, and the Cudahy Family Library Board of Trustees from any damages for personal injury or property damage and for the costs of defending claims for the same, including attorney fees, arising out the acts of omissions of use of the meeting rooms and other room within the Cudahy Family Library.

Signed: ____________________________________________ Date: ______________________________________

Address: ____________________________________________________________________________________