

Vendor Application

The Center on Park Craft Fair, December 3, 2011

Please complete this form in its entirety. Submission deadline: by or before Wednesday Nov. 23, 2011.

Terms and Conditions:

- Event date: December 3rd, 2011
- Time: 8:00 a.m. – 2:00 p.m.
- Fee: \$35.00 for each single space (\$10 will be donated to the Parish Cupboard in West Springfield).
- Setup: Friday, December 2, 2011 from 3:30 – 6 p.m., and/or Saturday, December 3, 2011, 7 – 8 a.m.
- Space: Vendors will have an area of 8 ft. square to set up their merchandise.
- Limits: The Center reserves the right to limit the number of vendors and/or to deny vendor space based on the (in)appropriateness of product(s).
- All vendor tables are indoors. Vendor space is 8 ft. square. Vendors can provide their own table or use the Center’s 6 ft. rectangular tables. A limited number of 8 ft. round tables are available on a first come first serve basis. The Center is responsible for table setup.
- Vendors will be responsible for cleanup of assigned table space.
- Vendors may not impair other vendor space(s) (i.e. blocking signage).
- Vendors will not be allowed to move tables once the table space is assigned.
- Vendors maintain all profits from booth sales.

Vendor Name: _____

Business: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: (W) _____ (C): _____ (H): _____

E-mail: _____ Website: _____

What product(s) will you sell at the Center Crafts Fair? (Check all that apply):

Fine Art
 Handmade
 Jewelry
 Local Artist
 Crafts
 Clothing
 Wood Works
 Holiday
 (Other, describe) _____
 *Food
***Food Vendors must obtain all licensing/permits required from The Town of West Springfield. No food may be prepared on site at the Center’s Craft Fair.**

Payment: Check is payable to “Friends, Inc.” for each table at \$35 each)

Remittance: The Center on Park Craft Fair
 The West Springfield Council on Aging/Senior Center
 128 Park Street
 West Springfield, MA 01089

The above information is true to the best of my ability. I have read and understand the terms and conditions as noted above. I understand I am responsible for applying for all applicable licensing/permits from The Town of West Springfield. I also understand any returned checks are subject to a \$25.00 fee.

Vendor Signature: _____