

**Vendor Market – September 11, 2021**  
**Seller Application – Monthly Market**

**Saturday 10am – 6pm**

Please read the VENDOR MARKET RULES & REGULATIONS before completing this application.

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Tax I.D. # (required) \_\_\_\_\_  Check here if application is pending. See "Sales Tax Rules" for info.

Description of goods (include non-returnable photos) \_\_\_\_\_

It is our goal to offer a wide variety of items during this event and therefore reserve the right to reject all or a portion of the offerings of each vendor. Once you have submitted and approved, you may not change your offerings without prior approval. We will only allow one vendor per show of any MLM group (Pampered Chef, Tupperware, Mary Kay, etc.) to eliminate direct competition and to increase the variety of offerings for the event.

Do you need access to electricity?  YES  NO Place me on a waitlist if the market is full  YES  NO

Please specify any special needs: \_\_\_\_\_

**Spaces are 12' long (two 6' tables) Fee = \$30 per space for 1 day**

Number of Spaces Requested (circle one): 1 2 Amount Enclosed: \$ \_\_\_\_\_

Spaces are limited and requests exceeding 2 may be rejected. **Please return this completed form with your check or money order.** You may also pay online at: [www.FLBHistory.com/VendorMarket](http://www.FLBHistory.com/VendorMarket)

**Include:** Completed and signed application, non-returnable photos showing examples of your goods for sale, your check or money order, and a self-addressed, stamped envelope to receive your jury notification only if you haven't provided an email address. If you have provided an email address, expect your notification to be by email.

Make checks payable to: **Fort LeBoeuf Historical Society** and mail to: **Fort LeBoeuf Historical Society,  
C/O FLB Center Vendor Market, PO BOX 622, Waterford, PA 16441**

*Note: Submission of application does not guarantee acceptance. Applications will be juried weekly as they are received and you will be notified by postal service or by email of your acceptance or rejection. Your check will be returned if you are not accepted into the show.*

**Waiver:** By submitting an application to this show, I acknowledge that property is brought to the show at my own risk. I also realize that there is possible risk of injury to myself while participating in the event. I agree to assume the risk of injury that I may suffer while involved in this event, and agree not to hold the Fort LeBoeuf Historical Society and its officers, officials, agents, event coordinators and volunteers or event sponsors liable for any injuries that I may suffer or for property loss or damage of any kind while participating in this event. I have read the RULES & REGULATIONS, understand them and agree to abide by them. I understand that any disregard for these rules may result in disciplinary action up to and including immediate expulsion from the event with no refund and being barred from future events.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Vendor Market

## Rules and Regulations

**Call for Applications.** Crafters, Farmers, Multi-Level Marketing Consultants, and others are invited to apply to Fort LeBoeuf Historical Society's Public Market to be held at the FLB Center 108 High Street, Waterford, PA. The Public Market will be held once a month with special weekend events during the months of July (Waterford Heritage Days) and December (Colonial Christmas). The Public Market will host a variety of hand-crafted items and well as produce, MLM offerings and other items. There will also be a bake sale space available to Fort LeBoeuf School District area non-profits for free. Contact the Public Market Coordinator for more details on that opportunity. Thank you for your interest.

### VENDOR MARKET RULES AND REGULATIONS

**Qualifications and Jurying.** The application is due **the 15<sup>th</sup> of the month prior to the event** or when the spaces are full. There may be an extension of the application deadline on a case-by-case basis depending on space availability. Almost anything can be sold at the market as long as it is not illegal, immoral or in poor taste. Remember, this is a family event. We reserve the right to disallow any item deemed inappropriate.

**Food Vendors and Samples.** We are not accepting food vendors at this time. A food vendor in this instance is someone setting up a table to sell food ready to eat. If you have prepackaged food for sale and are not offering samples, that is permitted. Bake sales are excluded from the need for a temporary food license from the health department and are permitted. Our one bake sale slot will be offered, free of charge, to Fort LeBoeuf School District area non-profits on a first-come- first-served basis.

**Jurying.** The Vendor Market Coordinator must approve all offerings. Once vendors have submitted their offerings and have been approved, they may not change their offerings without prior approval from the coordinator. Applicants will be notified of their acceptance, rejection or wait status by email or postal service. Once vendor spaces are full, applications will continue to be juried, and approved applications will be placed on a waiting list. You may opt out of the wait list by indicating such on your application. Enclose a self-addressed, stamped envelope with the application for the return of the jury notification if you haven't provided an email. If you have provided an email address, expect your notification to be by email. Checks will be deposited upon acceptance. Any bank fees incurred as a result of insufficient funds will be repaid to the historical society by the vendor prior to the event in addition to the regular fee.

**Sales Tax.** Any person or other entity that sells products subject to sales tax in Pennsylvania is required to register for a Sales Tax license before selling any products subject to the tax. To apply for a Pennsylvania tax number, visit the Pennsylvania Department of Revenue <http://www.pa100.state.ps.us/>

**Spaces.** Spaces are 12' long and are located in the FLB Center. The indoor space includes two 6-foot tables, 2 chairs and access to electric. You will be assigned your own numbered space(s). Space locations are not guaranteed and while every effort will be made to accommodate special requests, final space assignments will be laid out and assigned at the sole discretion of the Vendor Market Coordinator. Spaces are limited to a maximum of 2 per vendor.

It is the exhibitors' responsibility to provide their own table coverings and signage. Spaces may be shared as long as they are run as one unit, meaning all sales from each space are combined as one transaction. Signs may be hung up with painters' tape or blue tack only. You may not put holes in the walls. Vendors agree to occupy their space and remain open during the set event hours. Upon request, valid photo identification must be presented.

**Set-up.** Set up will be the Friday before from 5pm to 8pm and Saturday from 8am to 10am.

There is access to electric. Please bring extension cords if necessary. No generators, compressors, open flames, or lit candles are permitted in the building. Violators may be ejected immediately without refund and/or banned from future events.

Your booth must be open at the start of the event ready to sell. For multi-day events, tables may be left set up overnight; however, it is recommended that all money and valuables be removed at the close of business each day. Although the building will be locked up, that does not guarantee the safety of your merchandise. By leaving your merchandise in the FLB Center overnight, you agree to take full responsibility for said merchandise and release and hold harmless the Fort LeBoeuf Historical Society, its officers, agents, volunteer and assigns from any and all liability for damage, loss, or theft of merchandise, money or other possessions left in the FLB Center.

**Tear-down.** Vendors may tear down after the close of business on the final day. Tearing down early may lead to loss of contract for subsequent years. You must take all unsold merchandise with you when you leave. You must leave your booth space(s) in the same condition that it was upon your arrival. Small trash (food, beverage/snack containers, etc.) is to be placed in the trashcans and/or dumpsters provided or taken when leaving.

**Not Permitted.** Exhibitors are not permitted to have any pets, animals, or open containers of alcohol in the FLB Center during the event. Service animals are permitted, but you must show proof of certification for the animal and maintain control of the animal at all times. You are liable for any animal bites or injuries to other by your service animal.

- **PARKING:** Unloading and loading may be done at curbside in front of the FLB Center. Once you have unloaded/loaded, you will need to move your vehicle so others may unload/load their merchandise. You may not park trailers on High Street in front of the FLB Center. This is a safety issue and will be enforced.

The Vendor Market Coordinator reserves the right to refuse exhibition of any item or group items and/or refuse entrance to or evict a vendor/exhibitor for improper conduct and/or violation of these rules, with no refund. The committee also reserves the right to a two-week notice of cancellation in writing (email is fine) in order for you to receive a refund of your show fee.

FLBCenter108@gmail.com

<http://www.FLBHistory.com/VendorMarket>