

Brown Deer Public Library
Art and Craft Fair Vendor Rules 2024

A. Terms and Conditions of Sales

1. All persons desiring to sell items at the Brown Deer Public Library's 2024 Art and Craft Fair will submit a completed Application. By signing the Application, each vendor is indicating that they have read, understand, and agree to abide by the rules.
2. All persons submitting an Application must provide an Inventory List of items to be sold at the 2024 Art and Craft Fair. The submitted List will be examined at the time of application review and an approved List will be issued. Persons approved to sell at the 2024 Art and Craft Fair (Vendors) may only sell items from their List.
3. In the event that a Vendor would like to modify his/her List, an amended inventory list must be submitted to the Brown Deer Public Library for approval. New items identified on the amended inventory list may not be sold prior to the Brown Deer Public Library's approval.
4. There is no booth fee for children or teen vendors at the 2024 Art and Craft Fair. There is a \$15 booth fee for adults, which is defined by those vendors aged 18+.
5. Vendors are required to comply with all federal state and/or local laws and regulations.

B. Prices and Signs

1. Prices for all items for sale shall be posted clearly on a sign. No item shall be sold unless the price of the item is clearly displayed.
2. Prices for items shall be established only by individual Vendors.
3. Collusion among Vendors to raise or lower prices or to exert pressure or persuasion to cause any Vendor to increase or decrease selling prices is prohibited.
4. Each Vendor must post the business name at his/her assigned selling area. The Brown Deer Public Library will provide a sign that will be clearly posted.

C. Daily Operation

1. Vendors may arrive starting at 8:30am to set up their tables. Vendors will be provided a 10x10ft space, one table, and two chairs.
2. Vendors must agree to sell for the entire day and are required to stay to represent their business, even if sold out. No pack-up before 1:30pm will be tolerated.
3. No Vendor shall engage in solicitation, collection drives, political or religious activities. No loud hawking of items is allowed. If hawking persists, then that vendor will be asked to no longer attend the art and craft fair.
4. The Brown Deer Public Library will not be able to make change for vendors of the Art and Craft Fair.
5. Vendors must keep the vicinity in and around their selling area clean at all times and remove all refuse and unsold items at the end of the day. Vendors must provide an approved trash receptacle when sampling and selling ready-to-eat items. Vendor trash must be taken with them and not be placed in the garbage cans provided by the Library.

6. Vendors must be courteous to other Vendors and to the public at all times. Vendors and their agents, employees and representatives must maintain a neat and clean personal appearance at all times.
7. No Vendor shall smoke, drink alcohol and/or possess or use any controlled substance while at the Library.

Vendor Licensing

The participant is responsible for obtaining all licenses or permits required for the sale of his/her product to the public.

Hold Harmless Agreement

By signing the application form, the vendor shall waive and relinquish any and all claims of the vendor that might result in any manner against the Brown Deer Public Library, its agents, officers, directors, employees, and authorized volunteers ("released parties"), except for claims arising from acts caused by the willful and wanton misconduct of a released party acting within the scope of that released party's employment or authority. Further, the vendor agrees to indemnify and hold the released parties harmless from and against any and all legal actions, claims, damages, losses or expenses, including but not limited to claims for personal injury, disease or death, injury to or destruction of property and attorney fees and court costs incurred or to be incurred in defending actions brought against the released parties, associated with the acts or omissions of the vendor and any of its employees, agents, or volunteers occurring in connection with the Brown Deer Public Library, or for claims brought by any of the vendor's employees, agents, or volunteers against the released parties, except with respect to claims for acts caused by the willful and wanton misconduct of a released party acting within the scope of that released party's employment or authority.

Enforcement of Rules & Regulations

Participants in the market must conform to Art and Craft Fair rules at all times. The Brown Deer Public Library staff has full authority to enforce all rules. All participants failing to comply will lose their space and may be asked to leave.

These rules have been put in place to help ensure that the Art and Craft Fair operates in a successful and safe manner that is fair for all. The Brown Deer Public Library reserves the right to amend or change these rules as needed and, again, we hope that we will all operate in the spirit of cooperation.