

# Biddeford Recreation

## Crafter/Vendor Contract

Thank you in advance for your interest in participating!

**Location:** J. Richard Martin Community Center @ 189 Alfred Street in the Gym on Prospect Street. Please use Door 1 and Door 2 to enter the Gym to set up, after when you move your vehicle please use the Myrtle Street parking lot to park your vehicle.

**Date and Time:** Saturday, November 5, 2022 from 9:00am - 3:00pm you are selling your products. Setup time is from 7 — 9am and pack uptime is from 3—5pm **Good Luck!!!**

**Deadlines:** Signed contracts and payments must be received by Oct. 21st. **(Booths are nonrefundable)** Checks or money orders should be made payable to Biddeford Recreation. (Please do not send cash) Contracts and payments can be dropped off at the office or mail to:

**J. Richard Martin Community Center**

**P.O. Box 586**

**Biddeford, Me. 04005**

**Attn: Linda Lapierre or Deb Drouin**

**Vendor Information:** Table spaces are assigned prior to the show and will be determined by the order that contracts and payments are received. Every effort will be made to place vendors in their space, and apart from others selling similar items. Each vendor space is a 10 x10 and we will provide an 8-foot table for \$30.00 we also, offer electricity for \$10.00. If you have your own display booth please let us know in advance, it must be pre-approved by the Biddeford Recreation Department, whether or not you will be able to use your set up on our gym floor.



**You will have to donate a \$20 item from your collection to put in our raffle.**

One table and two chairs will be provided per space. Additional tables and chairs may be available, but will be provided on a first come, first served basis during set-up. Tables and chairs are the property of the recreation, and intentional damage to them must be paid for by the vendor.

Electricity is available, but limited. Please let us know in advance if you will need it. Extension cords will not be provided.

Please bring a cart/dolly with you if you will need it for set-up/tear down.

Booths must be attended at all times. (This is for the safety and care of your items)

Pets, alcoholic beverages, and smoking are prohibited.

Vendors are responsible for their own cashbox.

Lunch and beverages may be brought in by the vendors, or may be purchased at the craft fair. Hotdog or Hamburger Meals with snacks and bake sale items will be available for purchase.

**Disclaimer:** Booth space is limited and will be provided on a first come, first served basis. Biddeford Recreation is not responsible for accidents or injury during the event and also not responsible for lost or stolen merchandise or money.

**Advertising:** Will be on our website, Facebook, in our newsletter, and at various businesses around town. However, word of mouth is the best advertising of all! Please promote this to your friends and family! If you have digital photos of the items you will be selling, you may email them to: [Llapierre@biddefordmaine.org](mailto:Llapierre@biddefordmaine.org) for advertising use. We may not be able to use all submitted photos, but will try to feature a variety.

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**(Please print to fill in completely)**

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

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_

Items you will sell: \_\_\_\_\_

**I have thoroughly read and understand the Vendor contract for the Biddeford  
Recreation Spring Craft Fair and I agree with the terms specified.**

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