



Scranton Shops 2! Fundraiser

*A fundraiser to spotlight local businesses
and support Scranton Library.*

June 3rd, 6 – 9 PM • Scranton Library, 801 Boston Post Road • Rain or Shine

Vendor Guidelines:

Small to Medium Sized local businesses, crafters, artisans. Set Up: 4 – 6 pm; Breakdown: 9 – 10 pm

Scranton Library provides the following for each vendor: Indoor space with table, *Chair (1), WiFi, Digital promotion *We also rely on vendors to promote the Scranton Shops Fundraiser*

*Additional chairs available upon request

Scranton Library provides the following for guests: Public Restrooms, Fitting Rooms, Guest Lounge with refreshments

Vendors must:

- Check in prior to setting up to receive their assigned space
- Provide their own setup, racks, lamps, extension cords, business cards, credit card reader, hand sanitizer
- Pay \$50 table fee and Donate one (1) small gift valued at \$20 for a take-a-chance prize
- Comply with COVID-19 safety measures at the time of the event
- *It is the responsibility of the individual business to obtain appropriate licenses, collect sales tax and pay federal, state and local taxes and comply with all applicable rules and regulations.*

Vendor Application Form:

Scranton Shops 2! reserves the right to refuse the application of any company or individual

Applications close 2 weeks before event date of June 3rd.

Vendors will be contacted with a confirmation email and a link to pay the table fee. Payment is due upon receipt of the confirmation email. Registration is not complete until payment is received. Space is limited to 55 tables. We will create the floor plan a few days prior to Scranton Shops based on the mix of vendors booked. We will do our best to accommodate any special requests, but cannot guarantee a particular type of space or location at the Library.

COVID-19:

If local authorities require cancellation of *Scranton Shops 2!* due to official order, vendors and guests will be offered a full refund.

Contact Info:

We're looking forward to a great event! Thank you for partnering with us. For questions, email:
supportscranton@scrantonlibrary.org

Vendor Application Form



On Friday, June 3rd Scranton Library will host area vendors all under one roof in a pop-up shop type setting. Your business can “set up shop” in Scranton Library’s second annual Scranton Shops 2! fundraiser. Guests will be able to connect with friends while shopping at your booth located in the beautifully renovated Scranton Library.

Vendors will be contacted with a confirmation email and a link to pay the table fee. Payment is due upon receipt of confirmation email. Registration is not complete until payment is received. Space is limited to 55 tables.

Please complete the following information and email to: supportscranton@scrantonlibrary.org

Name of Business:

Types of Items to be sold:

Contact Information:

Name: _____

Phone: _____

Email Address: _____

Website: _____

Facebook: _____

Instagram: _____

Mailing address: _____

***Special requests:**

Take-a-chance Prize and Value (\$20 minimum):

***Table Preference:**

*Although we cannot guarantee special requests and table preferences, we will try to accommodate you.

Round: 3' 4'

Square: 4'

Rectangle: 5' 6' 8'

Do you need an electrical outlet? Yes No