



# Scranton Shops Fundraiser

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

June 4<sup>th</sup>, 6 – 9 PM • Scranton Library, 801 Boston Post Road • Rain or Shine

## Vendor Guidelines:

Small to Medium Sized local businesses, crafters, artisans. Set Up: 4:30 – 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, Outdoor (under the tent) 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 \$40 table fee and Donate one (1) small gift valued at \$20 for a take-a-chance prize
- Comply with COVID-19 safety measures
- *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 reserves the right to refuse the application of any company or individual*

Applications close 2 weeks before event date of June 4<sup>th</sup>.

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 39 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 due to official order, vendors and guests will be offered a full refund.

Vendors are required to comply with the COVID-19 safety measures listed below:

- Wear masks at all times and Maintain 6' distance from other vendors and attendees
- Apply hand sanitizer upon entering Scranton Library
- Set up their booths in a farmers' market style with tables, shelves, and/or rolling racks facing out
- Wipe down surfaces regularly with disinfecting wipes
- Stay home if they are sick or are exhibiting any symptom associated with COVID-19
- Limit the number of people in their booth to 2, including themselves

## Contact Info:

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