

The Scranton Cultural Center at the Masonic Temple's 8th Annual Buy Local Holiday Marketplace: **VENDOR APPLICATION**

Applications may be mailed, e-mailed or submitted in person to the SCC Box Office Attn: Rachael Fronduti

- I am a **RETURNING** vendor and would like one space @ \$100
- I am a **NEW** vendor and would like one space at \$125
- I would like an additional space @ \$75
- I would like to purchase an ad in the event brochure: **HALF PAGE - \$50 | QUARTER PAGE - \$25**
****A \$25.00 surcharge will be applied for all artwork created by the Scranton Cultural Center.****

____ I need access to electricity ____ I will supply my own table(s) ____ I need the SCC to supply my table

IF YOU ARE SELLING ANY TYPE OF FOOD TO THE EVENT, PROPER PERMITS ARE REQUIRED FROM THE CITY OF SCRANTON. YOUR APPLICATION **WILL NOT** BE ACCEPTED UNTIL IT HAS BEEN ACQUIRED. *Please provide a copy of your permit with application if you already have it.*

- I am selling food and I already have proper permitting from the city of Scranton. See attached permit.
- I am selling food and need to contact the city of Scranton for permitting.

PLEASE CONTACT: Mary Foley – mfoley@scrantonpa.gov or (570) 348-4193 x4522

TOTAL AMOUNT ENCLOSED: _____

Name: _____

Phone: _(_____) _____ **Email:** _____

Business Name (as it should appear in promotions): _____

Website: _____

Facebook Page: _____ **Instagram Page:** _____

Business Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Business Type (Select all that apply) ACCESSORIES ARTS & CRAFTS CLOTHING HOME & GARDEN FINE ART PET WINE
JEWELRY PACKAGED FOOD HANDMADE HEALTH & WELLNESS CHILDREN FRAGRANCE Other: _____

Description of business and products you sell (Please include general price range): _____

Please describe your booth set-up (ex. L or U Shaped, Single Table, etc.): _____

PLEASE NOTE: We will not accept commercial food vendors. In addition, the following items will be prohibited from sale: animals, weaponry, sexually explicit material, personal services, pirated CDs and DVDs and unauthorized "knock-offs" of any kind. By completing this form and signing below, you acknowledge that you have read the all information and policies in their entirety, which follow this application. You also acknowledge your understanding that application does *NOT* guarantee acceptance to the event.

VENDOR Signature _____ **Date** _____

Please make check payable to The Scranton Cultural Center | For more information, contact buylocal@sccmt.org
Mail to: Scranton Cultural Center – 420 N. Washington Ave. – Scranton, PA 18503 ATTN: Rachael Fronduti

We, the lessee and its employees, hereby covenant and agree with the Scranton Cultural Center at the Masonic Temple (SCCMT), its successors and assigns, to be responsible for and to indemnify and save harmless the said SCCMT both as a committee and individual members, and all municipalities in which the SCCMT exists, against any and all expenses, causes of action, and claims of any kind including all liability claims by reason of any and all accidents, injuries, damages or sickness that may occur during operation of this agreement and all fines, penalties, and loss incurred for any reason for the violation of any city, state, county or federal law, ordinance, regulation or rule. NOTE: NO ITEMS THAT ARE IMMORAL, ILLEGAL OR DANGEROUS WILL BE ALLOWED. IF THE SCCMT FEELS ANY ARTICLES ARE QUESTIONABLE, REMOVAL WILL BE REQUESTED. A VENDOR MAY NOT BRING FOR DISPLAY OR SALE ITEMS THAT HAD NOT BEEN PREAPPROVED. NON-COMPLIANCE WILL CAUSE THE VENDOR TO BE ASKED TO LEAVE



**The Scranton Cultural Center at the Masonic Temple's
Buy Local Holiday Marketplace**
Sunday, December 1, 2019 - 11:00 a.m. to 4:00 p.m.

FEE STRUCTURE

- **Deadline for applications is September 20!**
- For RETURNING Vendors: \$100 | For NEW Vendors: \$125
- Additional spaces are available at the cost of \$75 per space and will be evaluated on a case by case basis.
- **PLEASE NOTE:** Submitting an application does not guarantee acceptance into the show as this is a juried process.

We will not accept commercial food vendors. In addition, the following items will be prohibited from sale: animals, weaponry, sexually explicit material, personal services, pirated CDs and DVDs and unauthorized "knock-offs" of any kind.

BOOTH SPECIFICATIONS: Approximately 10-foot x 10-foot space (vendor spaces vary depending on location), one 8-foot table and two folding chairs. Vendors must supply their own table linens. Please provide us with an accurate and detailed description of your booth set-up so that we make sure to place you in an appropriate vendor location.

To clarify: *do you use only one (1) table? Do you bring supplemental tables and set up a U- or L-shaped display?*

SET-UP TIME: Sunday, December 1, 2019 – 6:00 a.m. to 10:30 a.m.; *Should Early Load-In become available, applicable vendors will be contacted.* **NOTE:** NO early load-in will be available for Grand Ballroom, First Floor Lobbies or Raymond Hood Room.

NO refunds will be given after October 31, 2019.

Please read the following information and policies before signing and submitting your vendor application:

BUY LOCAL MARKETPLACE INFORMATION AND POLICIES:

1. Acceptance into the event does not guarantee exclusivity of items sold. Vendors will be grouped as best as possible based on items offered.
2. If a vendor wishes to be included in social media promotion, they should provide links to their Facebook pages and website on their application.
3. Only applications from local businesses will be accepted.
4. Vendor fees must be paid by specified deadline. Only paid in full and approved applications guarantee your spot. An unpaid balance may result in forfeiture of your spot.
5. All vendors must occupy the space provided and specified by the SCC. **There is no booth/table sharing allowed.**
6. The SCC has limited electricity available to booths, therefore it will be available upon request and assigned on a first come first requested basis. The SCC will not provide table lights or extension cords of any kind.
7. Confirmation of your space will be sent to you prior to the marketplace via e-mail. Table and floor location to be provided after all applications are received, reviewed and confirmed.
8. Vendors may NOT display or sell any items not approved and detailed in their application. If other items are displayed for sale the day of the event you will be required to remove them and may be asked to leave the event without refund.
9. No open flame of any kind is permitted within the parameters of the Buy Local Marketplace.
10. Vendors MUST confine themselves to the space provided. No vendors will be permitted to extend their space into an aisle or into another vendor's space. Displays should not obstruct the visibility of surrounding vendors. If you have a large display piece, please notify the Buy Local Event Coordinator as soon as possible so that your needs can be accommodated.
11. Vendors may bring their own table if desired as long as it fits in the space provided. If you are providing your own table, please indicate on your application.

12. Any vendor that brings more products that can fit in the space provided will be asked to remove the excess products. Refusal to do so will result in removal from the event.
13. The SCC will not provide change for vendors. Please be prepared with the change and monies you need to operate for the day. An ATM is located on the Lower Level that vendors may use if needed. Fidelity Bank fees will apply.
14. Wifi is available in the building but not all areas have full service.
15. Parking will not be permitted on the sidewalk at the SCC. Specific information on parking will be sent with your vendor confirmation.
16. This is a snow/rain or shine event. No refunds will be given due to inclement weather.
17. Vendors assume responsibility for any items left on the SCC after the conclusion of the event.
18. Please note that we cannot guarantee that vendors who are accepted after November 1 will be included in printed materials for the day of the event. This applies to vendors who have been wait-listed.
19. All vendors are expected to be open for the entirety of the event and have adequate inventory available. Tables must be set up by 10:30 a.m. on the day of the event and remain in place until 4:00 p.m.
20. No animals, except service animals, will be allowed in the Scranton Cultural Center.
21. Vendor agrees to provide a professional looking display not to exceed the space provided. **Please be advised, there cannot be anything taped, attached or hung in any fashion, from the walls, doors or balconies of the SCC.**
22. We ask for professionalism, courtesy and respect, when speaking to ANY member of the Scranton Cultural Center staff, other vendors as well as the general public.
23. Vendors must maintain their spaces in a clean condition and remove all waste before leaving the event. Garbage cans will be provided.
24. Vendors are not permitted to solicit other vendors for donations at any point during the event.
25. Any vendor bringing any food items are required to get the proper permits from the City of Scranton. Applications will not be accepted until this has been handled. Should vendors bring food items that have not been included on their application, they will be asked to remove them.