



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Malden YMCA Holiday Arts & Crafts Fair Sunday, December 16, 2018 10am-2pm

### Arts & Crafts Fair Vendor Application Form

The Malden YMCA is hosting its first Arts & Crafts Fair! We are hoping with your help we can create a wonderful fair for the community. Please fill out this form if you would like to participate and please feel free to tell any other craft creators who may want to participate at the show.

#### Company Information:

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

DBA: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Facebook: \_\_\_\_\_ Twitter: \_\_\_\_\_

#### Individual Contact Information:

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Type of Products (more than one may apply):

- |                                   |                                     |                                      |  |
|-----------------------------------|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Fine Art | <input type="checkbox"/> Handmade   | <input type="checkbox"/> Jewelry     | <input type="checkbox"/> Local Artist  |
| <input type="checkbox"/> Craft    | <input type="checkbox"/> Clothing   | <input type="checkbox"/> Fabric Art  | <input type="checkbox"/> Food          |
| <input type="checkbox"/> Books    | <input type="checkbox"/> Pottery    | <input type="checkbox"/> Woodworking | <input type="checkbox"/> Dolls         |
| <input type="checkbox"/> Cards    | <input type="checkbox"/> Sculptures | <input type="checkbox"/> Canvas Art  | <input type="checkbox"/> Illustrations |

Other: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

Other information you feel we should know: \_\_\_\_\_

Special Space Needs: \_\_\_\_\_



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Exhibitor Booth Sizes are 10'x10' for a fee of \$25.

Tables and chairs will be provided but bringing your own would be greatly appreciated.

Do you need electricity?  Y  N

For the application to be considered, the following must be included:

- Completed Vendor Application
- Signed Terms and Conditions document
- Mail or email photographs, images or web link of your products
- Payment
  - Method of payment:  Check  Cash
  - Please make checks payable to Malden YMCA

Mail or email all forms by Wednesday, December 12th to:

Sam McAndrew  
Malden YMCA  
99 Dartmouth Street  
Malden, MA 02148

[smcandrew@ymcamalden.org](mailto:smcandrew@ymcamalden.org)

\*if paperwork is emailed, the application will not be active until the fees are received

By completing the Arts & Crafts Fair application, you are certifying that you have read the Terms & Conditions and will adhere to all rules and policies herein.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Thank you for your interest in the Malden YMCA Arts & Crafts Fair. Your registration will be confirmed by email within one week of when we receive it. Please contact us if you have not received notification.

For more information, please contact Sam McAndrew at [smcandrew@ymcamalden.org](mailto:smcandrew@ymcamalden.org) or 781-851-4443

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\*\*\*Office Use Only\*\*\*

Date Registration Received: _____	Payment Received: _____
Payment Method: _____	Check Number: _____
Date Confirmation Emailed: _____	Space Assignment: _____



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## Terms and Conditions

- 1. Set Up/Break Down:** All Exhibitors must be set up and ready to sell by 9:45am the day of the Arts & Crafts Fair. Exhibitors may begin setting up at 9am the day of the Fair. Break down can start no sooner than 2pm and must be completed by 2:30pm. No vendor is to close before the official closing time.\* Sellers are responsible for their selling spaces. Before leaving, be sure your area is clean and trash free. \*Exceptions may be made for emergencies and if approved by Event Coordinator.
- 2. Staffing:** Exhibitor tables must be manned at all times and intact until show closes at 2pm. The Malden YMCA is not responsible for merchandise or display materials.
- 3. Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The Malden YMCA expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fair.
- 4. Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first come first served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked – this includes any rails, stands or additional equipment.
- 5. One Business per Table:** Only one (1) business per table. Space may not be sublet or shared without prior approval of Event Coordinator.
- 6. Acceptance:** The Malden YMCA reserves the right to decline any application for space if it deems such action to be in the best interest of the Arts & Crafts Fair.
- 7. Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used towards programming at the Malden YMCA.
- 8. Music:** Music will be provided throughout the space.
- 9. Tables and Chairs:** Tables and chairs will be provided but if you can provide your own it would be greatly appreciated.
- 10. Indemnification:** Exhibitor agrees to indemnify and hold harmless the Malden YMCA from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the Malden YMCA Arts & Crafts Fair.
- 11. Applications:** Applications are also available at the Malden YMCA or on the Malden YMCA website:  
<http://www.ymcamalden.org/>
- 12. Raffle Donation:** All Exhibitors must donate one item to be raffled off during the Arts & Crafts Fair. All proceeds from the raffle benefit Malden YMCA programming.

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

Thank you for your interest in the Malden YMCA's Arts & Crafts Fair!