

Jacksonville Blueberry Festival Music & Market Event  
2021 Guidelines

1. Schedule
  - a. The Music & Market will be held in the Municipal Center parking Lot, Jacksonville on Friday July 30, 2021
  - b. The Market opens at 4:00 pm and ends at 7:00 pm.
2. Application
  - a. All Vendors must fill out a Market Application prior to selling. The Whitingham Free Public Library will review and approve applications. **"Our vision is to create a market which is as "local" as possible and offers the widest range of quality offerings. The Whitingham Free Public Library reserves the right to select vendors from the applicant pool based on those guiding principles."**
  - b. The decision of The Whitingham Free Public Library is final.
  - c. Vendors are required to include a signed copy of the 2021 Liability Release Form with their application.
3. Eligible Items
  - a. All items to be sold at the Market must be listed on the vendor application and If a vendor wishes to bring additional items not listed on the vendor application; the vendor must get prior approval to do so from the Library Director, Kristine Sweeter.
4. Reporting Sales
  - a. All vendors are required to report gross sales for market analysis. The Library Director will provide sales tracking slips to vendors. All numbers submitted for the report are confidential and will be anonymous.
  - b. It is the vendor's responsibility to collect and report applicable sales or meals tax.
5. Vendor Space
  - a. Vendors are responsible for protecting any grass in their space and removing or placing trash in the trash receptacles provided.
  - b. Space assignments will be given upon arrival.
6. Vendor Set Up
  - a. Vendors may start setting up no earlier than 3:00 pm. Vendors are requested to arrive no later than 3:45 and to allow enough time to have their display complete by 4:00 pm. Vendors may begin selling products at 4:00 pm.
  - b. All canopies need to be secured safely with weights, sandbags, etc.
7. Vendor Breakdown
  - a. All vendors must be packed up by 7:45 pm unless scheduled Market activities extend the Market hours. Vendors are required to stay until 7:00 pm. Vendors must leave their space free of debris.
8. Attendance
  - a. Vendor spaces are free and limited, with a waiting list. Attendance of registered vendors is expected.
9. Fees
  - a. Free

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

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

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

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

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

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

Business Address: (where is your product made/ grown if not at your primary address)

Products to be sold: \_\_\_\_\_

Do you sell at other Markets? Y N If so, where? \_\_\_\_\_

Electricity Y N

Details \_\_\_\_\_

Limited spaces and must bring your own extension cords.

Signature \_\_\_\_\_

**OFFICE USE ONLY:**

Liability Form: \_\_\_\_\_ Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Initial \_\_\_\_\_

Whitingham Free Public Library & Town of Whitingham

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2021 Liability Release Form

Town liability insurance DOES NOT cover product liability for individual vendors nor liability for personal damages caused by your market display.

*I understand that individual product liability and liability for any market display is my responsibility. In that, I agree, and for my heirs, executors and administrators to indemnify, defend and hold forever harmless the Town of Whitingham, its officers, agents, employees, The Whitingham Free Public Library, and the Library Director from and against any and all claims, demands, liabilities, actions, judgments, settlements, damages, costs and expenses (including attorney's fees and disbursements) for injury to or death of any person, including myself, or damage to property arising out of or resulting from any material, product, equipment, vehicle or service supplied by me or my business, or agents of, servants and/or employees of either, or from any action or failure to act on the part of myself or my business, or the agents, servants, or employees of either, while exhibiting at the 2021 Music & Market Event that may be deemed due to my product and/or market display and/or related equipment or materials brought to the market site by me or my servants.*

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Signature

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Date

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Please print signed name above

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Name of Business