Craft fair vendor application

Vendor details

Please tell us who you are and how we can reach you about your application for **[Event Name]**.

Contact details

First name *

Last name *

Phone

Email *

Business or brand name *

Website or social media

Mailing address

Products

Tell us what you plan to sell. Only products listed and approved in your application may be sold at the event.

Product category *

- [ ] Jewelry and accessories
- [ ] Clothing and textiles
- [ ] Home decor
- [ ] Ceramics and pottery
- [ ] Woodwork
- [ ] Art and prints
- [ ] Candles, soap and bath products
- [ ] Paper goods and cards
- [ ] Toys and kids
- [ ] Packaged food
- [ ] Prepared food and drinks
- [ ] Other handmade goods

Describe your products, materials and price range *

Links to photos of your products and booth display

Are all of your products handmade, designed or produced by you? *

- ◯ Yes, all of them
- ◯ Mostly, with some resale items
- ◯ No

Booth and event dates

Choose the dates you are applying for and the booth you need. Space, power and rentals are limited and allocated at the organizer's discretion.

Event dates applying for *

- ☐ [Date 1]
- ☐ [Date 2]
- ☐ [Date 3]

Booth size and type *

- ◯ Indoor booth [Size]
- ◯ Outdoor booth [Size]
- ◯ Corner booth
- ◯ Double booth
- ◯ Table only

Electricity needed *

- ◯ No
- ◯ Yes, standard outlet
- ◯ Yes, high power (please describe below)

Rentals

- ☐ Table
- ☐ Chairs
- ☐ Tent
- ☐ Tent weights

Special requests, power needs or accessibility requirements

Permits and insurance

Vendors are responsible for their own permits, licenses, taxes and insurance.

Sales tax or seller's permit number

Liability insurance *

- ◯ I have general liability insurance
- ◯ I will obtain liability insurance before the event
- ◯ I do not have liability insurance

Insurance company and policy number

Food vendors only: health permit *

- ◯ Not applicable, I do not sell food
- ◯ I hold the required health permit or license
- ◯ I will obtain the required permit before the event

Jury, approval and booth fees

Submitting this application does not guarantee a booth. Applications are reviewed by **[Organizer Name]** based on product quality, originality, fit with the event and the balance of product categories.

- We will notify you of the decision by **[Notification Date]**.
- Approval applies only to the products described in this application.
- The organizer may decline an application or limit the number of vendors in a category without giving a reason.
- If your application is accepted, this agreement applies to every event date you are approved for.

The booth fee is **[Booth Fee]** per event date. Electricity is **[Electricity Fee]**, and rentals are charged as listed on **[Fee Schedule or Invoice]**.

- A non-refundable application fee of **[Application Fee, if any]** may apply.
- Full payment is due by **[Payment Deadline]**. Booths not paid by this date may be offered to another vendor.
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Booth locations are assigned by the organizer and may not be transferred, shared or sublet without written approval.

Cancellation, refunds and weather

If you cancel:

- Before **[Refund Deadline]**, your booth fee will be refunded, less **[Cancellation Fee]**
- After **[Refund Deadline]**, booth fees are non-refundable
- Not attending without notice may affect future applications

If the organizer cancels the event, booth fees for the cancelled date will be refunded or credited to a future event, as stated in the cancellation notice.

Weather: outdoor events go ahead in rain, wind, heat or cold unless the organizer decides conditions are unsafe.

- No refunds are given for poor weather, low attendance or early closure for safety reasons.
- If the organizer cancels in advance for severe weather, **[Weather Cancellation Policy, e.g. a credit for the next event]** will apply.
- Vendors are responsible for protecting their own goods and displays from the weather.

Setup, teardown and booth rules

- Setup is from **[Setup Start Time]** to **[Setup End Time]**. Booths must be ready before the event opens.
- Vehicles must be moved from the unloading area to vendor parking once unloaded.
- Vendors must stay open until **[Event Closing Time]**. Packing up early disrupts customers and other vendors.
- Teardown must be finished by **[Teardown End Time]**, and booths must be left clean and free of rubbish.

Every vendor agrees to follow these rules and any instructions from the organizer, venue or emergency services:

- Outdoor tents must be secured with at least **[Weight per Leg, e.g. 25 lb]** on each leg. Stakes may only be used where the venue allows them.
- Displays, tables and signs must stay within the booth space. Aisles, walkways and fire exits must be kept clear.

- Open flames, candles that are lit, heaters, generators and cooking equipment are only allowed with prior written approval and must meet fire safety rules.
- Extension cords must be suitable for the use, taped down or covered where people walk.
- Music and amplified sound must be kept at a level that does not disturb neighboring booths.

Food vendors and prohibited items

Vendors selling food or drinks must hold every health department permit or license required for their products and display it where required.

- Food must be prepared, stored, labeled and served according to applicable food safety rules.
- Labels should list ingredients and common allergens where required by law.
- The organizer may ask to see permits before the event and may close a booth that does not comply.

The following may not be sold or displayed at the event:

- Items not listed and approved in this application
- Counterfeit goods or items that infringe trademarks or copyrights
- Weapons, fireworks, drugs or drug paraphernalia
- Alcohol, unless separately licensed and approved
- Live animals, unless approved by the organizer
- Any item prohibited by law or by the venue

Vendor conduct and responsibility

Vendors are expected to treat customers, other vendors, volunteers and staff with respect.

- Sales must stay within your booth. Approaching customers in the aisles is not allowed.
- Vendors are responsible for the conduct of their helpers and staff.
- The organizer may remove a vendor, without refund, for unsafe, abusive or unlawful behavior or for breaking these rules.
- Vendors are responsible for their own goods, displays, cash, card readers and equipment at all times, including overnight for multi-day events.
- The organizer does not provide security for individual booths and is not responsible for loss, theft or damage to vendor property.
- Vendors are responsible for collecting, reporting and paying any sales tax or other taxes on their sales.

- Vendors are responsible for any damage they cause to the venue, other booths or equipment.

Assumption of risk and indemnity

I understand that taking part as a vendor involves loading and unloading, carrying heavy items, setting up tents and displays, working outdoors in changing weather and working in crowded spaces.

I accept the ordinary risks of these activities, including injury, illness, heat or cold exposure, and loss of or damage to my goods, and I will follow the booth rules and safety instructions.

To the fullest extent permitted by applicable law, I agree to indemnify and hold harmless **[Organizer Name]**, the venue, and their owners, staff, volunteers and sponsors from claims, losses and costs arising from:

- The products I sell, including product defects, injuries or allergic reactions
- The acts or omissions of me, my staff and my helpers
- My booth, tent, equipment or displays
- My failure to hold the permits, licenses or insurance required for my business

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Liability release

To the fullest extent permitted by applicable law, I release **[Organizer Name]**, the venue, and their owners, staff, volunteers and sponsors from claims for injury, loss or damage arising from my participation as a vendor, including weather, the conduct of the public or other vendors, and loss of or damage to my goods.

This release does not exclude or limit liability that cannot legally be excluded or limited, including liability for fraud, intentional misconduct, gross negligence or violations of mandatory consumer rights.

Photos and promotion

The organizer may take photos and video at the event for promotion on its website, social media and in advertising, and booths may appear in them.

Use of my booth, products and business name in event promotion *

- ◯ You may feature my business, booth and products
- ◯ Please do not feature my business

Privacy and recordkeeping

The organizer may collect and keep the information in this application where reasonably necessary to:

- Review applications and plan the event layout
- Contact vendors before, during and after the event
- Process payments and refunds
- Keep records of this agreement, permits, insurance and incidents
- Respond to complaints or legal claims

Information will be handled according to the organizer's privacy notice and applicable data-protection laws. The organizer may share vendor names, business names and product categories in the published vendor list.

Final declaration

By submitting and signing this application, I confirm that:

- The information I have provided is complete and accurate.
- I have read and agree to the fees, cancellation, weather, setup and booth rules described above.
- I will hold the permits, licenses and insurance required for my business.
- I am responsible for my goods, staff, booth and taxes.
- I understand that this agreement does not remove rights or protections that cannot legally be waived.

Signature

☐ I have read, understood and agree to the Craft Fair Vendor Application and Vendor Agreement above. I confirm that the information provided is accurate and that I am authorized to apply on behalf of the business named. *

Signature *