



# Holiday Shopping Village – Saturday, November 30, 2024

## Presented by Growing Bridgeport Together™

### Mission of Growing Bridgeport Together™

Dedicated to promoting programs and events in the community for and with community organizations, artists and musicians for the development and improvement of public spaces, programs, education and charitable causes.

## Market Operations

**The Holiday Shopping Village will be held outside in a paved lot with overhead street lighting, and will include music, games, and kid's crafts. Power will be provided for string lights for individual canopies. Bring your own lights.**

Official hours of the market are from **3 pm to 7 pm**. Vendors must arrive in enough time to be ready to sell at the official opening time of **3 pm**. Setup may begin at **1 pm**. No sales are permitted before the opening time or after the closing time of **7 pm**. (Please note no one is expected to turn away sales that continue beyond **7 pm**, but the market will begin breaking down at that time.) Vendors are to ensure that their space is vacated, clean with trash removed - no later than **8 pm**. A volunteer for Growing Bridgeport Together may supervise the opening and closing of the market.

**Severe Weather/Emergency Cancellation:** Official Notice of cancellation due to severe weather or an emergency will be made by **12 pm** on Market Day by the market committee. Vendors will be contacted by email address provided by Vendor.

## Vendor Fees

\$25 per 10' x 10' vendor space. You will provide whatever setup is required. Electricity is available and lighting is strongly advised.

## The parties agree to the following:

1. Vendor shall have access to Market no earlier than **1 pm** on market day for purpose of setting up.
2. Vendors are expected to unload their merchandise and equipment to their booth location and immediately move vehicles to the designated vendor parking area before setting up their display. This will allow for the safe flow of vendors through the market and give everyone the opportunity to set up successfully.
3. Vendor must be set up and ready to sell no later than **3 pm** on market day.
4. Vendor shall supply all tents, chairs and booths required for their services. Tents must be weighted at **40 lbs/ leg**.
5. **Food Vendors must comply with Montgomery County Department of Health requirements for Farmers Market Vendors. Details available on the Montgomery County Department of Health main page**  
<https://www.montcopa.org/532/Farmers-Market-Vendor>
6. Vendor's operation must be clean and orderly; and must comply with all applicable laws and regulations.
7. No heaters, loud music, noise, or sound amplification devices shall be used by vendor's staff at the location.
8. Vendor shall have access to the location for up to 1 hour after the Market closes to dismantle and remove all things brought to the location by Vendor.
9. Vendor shall leave the location clean of trash and substantially in the condition it was before Vendor occupied it.
10. Vendor hereby agrees to indemnify and hold harmless the Borough of Bridgeport and Growing Bridgeport Together, against any damages or claims that may arise in connection with Vendor's participation in the Market and Vendor's activities of any kind.

**In witness to their agreement to the terms of this contract, the parties affix their signatures below:**

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Growing Bridgeport Together, signature & date

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Vendor, signature & date

# Holiday Shopping Village Vendor Application and Contract

Saturday, November 30, 2024

Vendor Name \_\_\_\_\_ Tax EIN \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Vendor Address \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

I will participate as a **Craft/Maker/Food Vendor** \_\_\_\_\_ - Or - I will participate as a **Consultant/Vendor** \_\_\_\_\_

Products/Merchandise for Sale

**Insurance Information and Licenses:** Please *attach a photocopy of any insurance and/or licenses* that you must have to sell according to Pennsylvania Law.

Insurance Carrier Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Signature(s): \_\_\_\_\_

## Payment Information

A check or PayPal payment in the amount for all applicable fees must be submitted with application. Checks will be returned, or PayPal payments will be reversed in the event your application is not approved or if the event is cancelled.

**PayPal:** Send payment to [info@growingbridgeport.org](mailto:info@growingbridgeport.org) Please indicate the payment is for the **Holiday Shopping Village**

**Make checks payable to:** Growing Bridgeport Together **Mail to:** Growing Bridgeport Together, PO Box 520, Bridgeport, PA 19405-0520

**\$25 per vendor space:** Number of vendor spaces: \_\_\_\_\_ x \$25 per space Total \$ \_\_\_\_\_

**Electricity Required (for more than string lights):** Yes \_\_\_\_\_ No \_\_\_\_\_

**Date Fees Received:** \_\_\_\_\_ **Amount Received:** \_\_\_\_\_ **Received by:** \_\_\_\_\_

## Vendor and Market Day Guidelines - *Signed Agreement is Required*

Vendors are asked to read and comply with these rules. The On-Site Coordinator or other Growing Bridgeport Together designee is expected to remind vendors if they are not following these rules, especially if they believe that a legal or other danger through non-compliance is threatened.

We ask that all Vendors help us keep the " buzz " and excitement going by helping us make the **Holiday Shopping Village** the best it can be. You can help us by doing the following:

- Vendors should notify the Market Committee by 3:00 pm on the Thursday prior to a Market Day if they are cancelling for that Saturday. Email: [info@growingbridgeport.org](mailto:info@growingbridgeport.org)
- Refunds and credits will not be given for late vendor cancellation. No-shows may forfeit their right to participate in future Markets.
- No sub-letting or sharing of spaces is allowed without advance written approval of the Market Committee.
- The Market Committee will determine vendor booth location.
- Vendor is responsible for booth setup and breakdown.
- Vendors are to supply their own tables, chairs and covers for tables as appropriate.
- Vendors are to supply their own canopies/tents if they choose to use them.
- All canopies/tents **must be weighted down at 40 lbs per leg** to avoid issues on windy days. The Market Committee reserves the right to remove unsafe tents.
- Vendor areas must be kept neat and clean at all times. Vendors may not place items for display or sale in front of tables, outside of their designated area, or in any walkway or path. Aisles, walkways and paths are to be kept clear for customer traffic.
- Vendors are responsible for cleaning their own area completely at the end of the market and removing all trash, boxes, packing materials, and unsold goods.
- Vendors may not permit their children to be on the Market property unsupervised. Failure to properly supervise children may result in Vendor being banned from selling at future Markets.
- Vendors will conduct themselves in a professional, courteous manner.
- The consumption of alcoholic beverages by vendors at any time on market property is prohibited.
- Vendors are to park outside of the Market Area after unloading.
- ***Every vendor is responsible for making sure the barricades are in place during and after the market. Upon your leaving the market, barricades must be replaced for the continued safety of volunteers and vendors not yet finished breakdown.***

Your Signature(s): \_\_\_\_\_