**Newville Historical Society First Friday Market Vendor**

**Guidelines & Application**

Join the Newville Historical Society as we bring a curated monthly market to town filled with all things local---veggies, baked goods, vintage finds, hand crafted jewelry, local art, and of course, a splash of history! Something for everyone!

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**LOCATION:** Newville Historical Society, 69 S. High Street Newville (rear park. lot)

Newville Borough is located approximately 11 miles west of Carlisle, 11 miles east of Shippensburg and near State Route 641, 233 and just off I 81.

**DATES:** First Fridays from May through October 2023

May 5th July 7th September 1st

June 2nd August 4th October 6th

Times: Fridays: Set-Up 1:00pm to 3:00pm

 Market: Starts promptly at 3:00pm

 Ends at 6:00pm

 Clean-up no later than 7:00pm

**NHS Member fee: We are delighted to have you participate in helping to preserve Newville’s deep history! This market serves as a fundraiser and membership drive for us! All rental and membership fees go directly to NHS to preserve this history! All vendors are asked to become members (unless due to religious beliefs) of the Newville Historical Society. The annual membership fee is 15.00/individual member. You will only be charged this fee one (1) time per year and will be part of your first month’s booth rent.**

**VENDOR FEES:**  single space 10’x10’ $15.00/Friday

 Double space 10’x20’ $30.00/Friday

 Triple Space 10’x30’ $45.00/Friday

**MARKET OPERATING RULES & GUIDELINES**

* There will be an NHS Market Manager on site during operations
* Vendors must submit three (3) photographs of their displays (if they have them) and their work with this application. You can email them as well to jmknouse@comcast.net.
* Please provide your presence on social media. (Facebook account, Instagram, etc…) It is our hope you will share this event on your social media accounts.
* All spaces will be numbered and marked with paint. You will be provided your space information upon acceptance.
* **NO EARLY DEPARTURES. Early departures hurt everyone’s sales. No EXCEPTIONS.**
* **ALL booths must be set up and ready for sales BY 3:00pm**
* Vendors must furnish their own display. The display should reflect and enhance the quality of your crafted items/work. Back up stock , boxes, etc… should be stored out of sight; backdrops and tablecloths to the ground are highly encouraged. If you need help with your set up, please let us know.
* All vehicles must unload their vehicles and then promptly move your car to the parking lot area nearby. All vehicles must be move to the parking lot nearby prior to 3:00pm.
* Booth clean up must be finished and debris cleaned up from stands. No items may be stored at NHS.
* It is the responsibility of each vendor to collect and report the 6% Pennsylvania Sales Tax.
* Applications must be received by March 31st for first market in May.
* Your canceled check will serve as a receipt of your application. Checks can be made to “Newville Historical Society”.
* Newville Historical Society and its members and officers shall not be held liable for damages for the loss or injury caused by products sold or exhibited by vendors. Insurance for such loss, damages or injury shall be the sole responsibility of each exhibitor at their own cost.
* Inclement Weather Policy: The Market will proceed as scheduled Rain or Shine with the following condition: In the event there is severe weather and a forecast of daylong rain at set up time, vendors will be placed in spaces on a first come, first served basis. Vendor will be allowed to keep one vehicle with them. NHS market managers will determine the closure or change in plans for the market. Vendors will be notified by 2:00pm each market day or as soon as possible.
* Newville Historical Society, its members and officers shall not be held liable for failure to perform or fulfill its contractual obligations provided such failure is caused, occasioned, or furthered by closures of site locations due to any cause or causes beyond its control.
* As this is a fundraising effort for Newville Historical Society, there will be no refunds. NHS is a non-profit organization with 501c3 status and donations are considered tax deductible.

We hope you will join us for our First Fridays Market at NHS! Please do not hesitate to call or email us with any questions.

For more information contact Liz Knouse, (717) 422-6328

Email: jmknouse@comcast.net

**NEWVILLE HISTORICAL SOCIETY FIRST FRIDAY’S MARKET VENDOR CONTRACT**

Please submit 3 photos of your items or your booth with your social media information.

**Name of Vendor:**

**Address:**

**Phone:** **Email:**

**Social Media Page Information**:

**Tax ID#**

**Insurance for Food Vendors:**

**Type of Vendor: Check all that apply**

Handmade crafts \_\_\_\_ Manufactured craft \_\_\_\_

Vintage/Antique items\_\_\_\_ Flowers, Plants \_\_\_\_

Baked Goods \_\_\_\_ Art \_\_\_\_

Homemade food items \_\_\_\_ Food truck \_\_\_\_

Musician \_\_\_\_ Kids games vendor \_\_\_\_

Electricity needed? \_\_\_\_\_\_\_\_ Generator used? \_\_\_\_\_

**Please give a description of what you plan to sell at your booth and provide photos.**

**NHS ANNUAL Membership:** 15.00

**Space requested**: 10’x 10’ 15.00

 10’x20’ 30.00

 10’x30’ 45.00

Amount Enclosed: \_\_\_\_\_ (Check or money order to Newville Historical Society)

**Mail Application to Newville Historical Society 69 S. High St Newville, PA 17241**