

Roost 2018

VENDOR APPLICATION

Name: _____

Business Name: _____

Mailing Address: _____ City/Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Website/Etsy Shop: _____

Instagram/Facebook: _____

Brief description of your work/product:

⇓ PLEASE READ CAREFULLY ⇓

⇒ SPACES: If you'd be OK with either a Booth (\$90) or a Table (\$60) space, please indicate your first choice: BOOTH TABLE or... If you simply must have one or the other, please let us know:

must have BOOTH must have TABLE

⇒ TABLES/CHAIRS: One 8ft table will be provided for TABLE spaces only. Chairs will be available to all.

⇒ SPACE FEE: Do not send check with application. The fee of \$90 (Booth) or \$60 (Table) will be due two weeks after notification of acceptance to Roost.

Roost is a curated and juried event. Please include the following to be considered for the show:

PHOTOS (see **Details** on next page) and SIGNED CONTRACT: Sign and date this application and return to:
Roost, 76 NE Cove Way, Ellsworth, ME 04605 by June 1, 2018 (*no emailed applications please*)

Applicants will be notified of acceptance status by June 22, 2018. Space fee will be due by July 13, 2018.

LEGAL STUFF: Seller agrees to forever indemnify, save and hold Roost, its organizers and all affiliated agents, officials and representatives harmless from and against any and all claims, damages, injuries, liabilities, losses, suits, costs and expenses (including attorney fees) for anything and everything whatsoever arising from or out of Seller's participation at Roost. Seller exercises any rights under this agreement at the Seller's own risk and voluntarily assumes all risks attendant to such use, including without limitation, the risk of property damage and personal injury or death to the Seller, to any of the Sellers officials, agents, representatives, employees, or volunteers.

Seller Signature: _____ Date: _____

Name (printed): _____

Business: _____

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DETAILS

PHOTOS: Please email 4 photos depicting a clear representation of your work/product that you intend to sell at Roost and 1 photo of your booth/table set up. Work/product photos will be used to jury applicants and to promote the event. *Please include as attachments, not in body of email.* Send to roostmaine@gmail.com

SPACE FEES: *Send no payment now.* The fee of \$90 (Booth) or \$60 (Table) will be due within 2 weeks of notification of acceptance to vend at Roost.

SPACE SIZE: All spaces will be 6ft deep x 8ft wide. Please indicate your choice of **BOOTH** or **TABLE** space on the **Vendor Application**.

SPACE SET-UP: Vendors with **BOOTH spaces** are allowed to use backdrops, pipe and drape, grid walls, partitions, etc. Please keep in mind that booths will be set up very close together (side by side). If you need to exit your booth, you must do so from within your own booth space (don't box yourself in!). **TABLE spaces** are limited to a table-top display (no walls, backdrops, pipe and drape, etc.). Tables will be arranged to allow for a shared exit/storage space between them. Up to two approved sellers may share a booth/table, but both must stay within the 6ft x 8ft space. All booth/table displays must stay within the designated area and not interfere with neighboring displays.

ELECTRICITY: **Electricity is available for all BOOTHS (not TABLES).** These outlets *may* be located away from your booth and/or shared between booths, so please bring an extension cord and power strip. Please note that the Atrium/Cafe is a bright, well lit space.

SPACE ASSIGNMENTS: Roost organizers will assign spaces to sellers. We will do our best to honor Vendor's preferred space requests, however they are not guaranteed. Please indicate your **BOOTH/TABLE** preference on the **Vendor Application**.

SHOW HOURS: Roost will be open on Saturday **November 10th** from **9am to 3pm**. Sellers must be set up and ready to welcome customers by 8:45am on Saturday. Seller also agrees to stay for the duration of the show. This is a "Snow or Shine" event.

SET UP & BREAKDOWN: Sellers are allowed to set up on Saturday beginning at 7am. Sellers may **NOT** break down until after Roost ends on Saturday. Breakdown time is from 3:15pm until 4:30pm on Saturday.

VENUE LOCATION: The Gen. Bryant E. Moore Community Center is located at 5 General Moore Way (just off busy State Street) in Ellsworth, Maine. The Moore Center lobby, Atrium and the adjacent Café, are the 'hub' of this venue and are located within the historic and recently renovated and restored former Gen. Bryant E. Moore High School. This venue offers a clean, bright space, easy access for set up and break down, abundant customer and vendor parking, and is handicapped accessible.

VEHICLE PARKING: After unloading please park your car in the employee parking lot on the south side of the building. (We'll provide directions)

SELLER CANCELLATION: Seller must contact the organizers of Roost via email (roostmaine@gmail.com) before October 1st to receive a fee refund minus 20%. No refunds will be given after that date. In the event Roost is canceled, sellers will receive a full refund of booth/table fee paid.

FOOD/MUSIC: We will have a food vendor on site selling ready to eat food and there will be music all day.

QUESTIONS OR COMMENTS? We will happily receive any input or questions you may have. Please email us at roostmaine@gmail.com and we will get back to you ASAP.