



# Spring Vendor Fair

Saturday, April 26, 2025

10 a.m. – 2 p.m.

Join us for a variety of vendors, Food Truck,  
50/50, gift raffle and more.

## Location:

### Scott Township Municipal Building

\*Benefits Scott Township Public Library

301 Lindsay Road

Scott Township, PA 15106

(412) 429-5380

[www.scottlibrary.org](http://www.scottlibrary.org)

## Vendor Information:

1. Rental space is ONE 6-foot table and chair per vendor. **No extra tables, racks or displays of any kind are permitted.** All items must fit on the 6-foot table provided.
2. Table location is based on a first come, first served basis at set up. We are unable to grant special requests. If electricity is required, bring an extension cord. Refrain from moving tables. Hanging/taping anything on the walls is prohibited. No food, drink or glitter permitted in the Main Meeting Room. Food and drink are permitted in the lobby and small meeting room areas.
3. The Library is not able to process refunds. Mail your non-refundable check before March 15, 2025, or visit the Library to pay via cash or credit/debit card.
4. Set-up time is Saturday, April 26<sup>th</sup> from 8:30 a.m.- 9:45 a.m. All vendors must move car to off street parking after set-up.
5. Out of courtesy to our customers, vendors should plan to be there for the duration of the event (10 a.m.-2 p.m.) and take what you bring; do not leave unsold items, empty boxes or trash. Vendors must be cleaned up by 3 p.m.
6. No unlawful merchandise or perishable food can be sold.
7. Bring change. There is no ATM on site. Public wi-fi is available.

**To reserve your space, mail the attached registration form with your \$25 non-refundable check before March 15, 2025 (or visit the Library to pay via cash or credit/debit card).**

*\*We also request a donation (\$15 value) of an item for a gift raffle. Include a business card or sticker.*

*The donation that receives the most raffle entries will receive a complimentary table in 2026.*

**All reservation forms & payments must be received via US Mail by March 15, 2025.**

Spaces are available on a first come, first served basis.

If you have any questions, contact Heidi Nevala: [nevalah@scottlibrary.org](mailto:nevalah@scottlibrary.org) or 412-429-5380



# Spring Vendor Fair



## Registration Form

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

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

E-mail: \_\_\_\_\_ Social Media: \_\_\_\_\_

Type of vendor: \_\_\_\_\_

*\* To avoid duplication, indicate the specific items to be sold at the event. Be very specific and avoid generic terms such as "jewelry" as a description. We reserve the right to limit the number of vendors with similar items.*

### CONSENT FORM:

By signing below, I assume all risk and responsibility for any and all accidents, injuries, illnesses, and conditions of any kind that may occur because of my participation in this Event. By signing below, I hereby waive and release, on behalf of myself and my heirs, executors, administrator, and assigns, Scott Township Public Library, its trustees, employees, volunteers, and agents with respect to any and all claims, suits, losses, damages, judgements, costs or expenses arising in any manner from my participation in this Event, or any resulting illness, injury, or condition; and I agree to indemnify, defend and hold harmless all of the foregoing from and against any and all such claims.

**By signing below, I acknowledge that I have read the foregoing and that I hereby consent to participate in this Event. Note that if a participant is a minor, the parent or guardian must sign this Consent Form.**

Participant (Please Print): \_\_\_\_\_ Age, if Minor \_\_\_\_\_

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

Mail this registration form with your check  
(or visit the Library to pay via cash or credit/debit card) before March 15<sup>th</sup> to:

**Scott Township Public Library Vendor Fair**

**Attn: Heidi Nevala**

**301 Lindsay Road**

**Carnegie, PA 15106**

Make checks payable to: **Scott Township Public Library**

*\*The Library will notify you (via email) to confirm your participation in this event by 3/15.  
In the event that the Library is unable to grant your registration request, your check will be returned to you.*

**\*\* We encourage you to help advertise.**

*We will provide you with fliers to post in your community and to your social media by 4/11/2025.*