HOLIDAY MARKET AT THE NORTH POCONO PUBLIC LIBRARY

2026 Vendor Application Package

Welcome and Thank You for participating in the North Pocono Public Library Holiday Market.

The Market will operate on December 12 from 10:00 am to 3:00 pm. The Market will be in the North Pocono Public Library Community Room; 1315 Church Street in Moscow.

For all vendor inquiries, please contact Kim Hnatko by email (KHnatko@albright.org) or phone (570-842-4700 x 306).

Policies, Procedures, and Guidelines Membership Eligibility

- All vendors selling products at the Market must be paid in full to participate.
- All vendors must live and produce their goods in or near the North Pocono community.
- Vendors of prepared food must follow the regulations set forth by the PA Department of Health and the Department of Agriculture.
- Compliance with all applicable regulations and/or licensure is the sole responsibility of the vendor.
- Collection and submission of all state and federal sales tax on all taxable items is the responsibility of the vendor. Information regarding PA sales tax and how to obtain a PA Sales Tax license can be found at https://www.taxjar.com/blog/register-sales-tax-permit-in-pennsylvania
- All Vendors must abide by, and all products must comply with, federal and local regulations governing health, packaging, labeling, etc., and adhere to the highest standards in safe food production and handling.

Range of Origin of Products

- The Vendor application must clearly identify and describe what produce and/or products are to be sold.
- All products must be grown, made, produced, etc. by the Vendor. No third-party sales will be permitted.

2026 Participation

- Rate: $10.00 paid in full by December 5, 2026. Cash or Check made payable to Friends of North Pocono Public Library. This is a non-refundable fee.
- Subletting of space is NOT permitted.

Allocation of Space

- Each vendor space will consist of 1 approx. 2'x6' table with additional space for patron access to three sides of the booth.
- Table spaces are allocated on a first-come, first-served basis.
- Washroom facilities are located across the hall from the NPPL Community Room.

Vendor Guidelines, Requirements, and Expectations

- Vendors must be set up BEFORE 9:45 am. Closing will take place NO EARLIER than 3:00 pm.
- Vendors must show up on time. There will be no refunds issued for no-shows and/or late arrivals if space is no longer available.
- Vendors are required to ensure their area is neat, clean, and professional at all times. Vendors must also ensure that no trash or items are left behind following departure.
- Vendors must stay within the space allocated to them and shall not block or infringe upon walkways, fire exits, and/or another vendor's allocated space.
- North Pocono Public Library and The Friends of North Pocono Public Library Farmer's Market shall not be held responsible for items destroyed by fire, vandalism, theft, or any other cause.
- The Market Managers, or their designate, shall have the right to approve or disapprove any signs, decorations, or displays in the Vendor's space and to request changes or removal.
- Vendors will have access to 1 table (approx. 2'x6') and 2 chairs. All tablecloths, signs, or decorations are the responsibility of the vendor.
- The Market does not provide electrical power. Any items needing to be kept at a frozen or refrigerated temperature are the sole responsibility of the vendor.
- Vendors with on-premises prepared food and baked goods are to be wrapped. A list of ingredients must be available on request.
- Vendors should have signage clearly identifying their business.
- Vendors agree to accept full responsibility for any loss, damage, or accident occurring at the Market because of negligence or willful default on the part of the vendor or their employees.
- Vendors shall label their items and produce clearly by type and price.
- Vendors agree not to practice distress selling, as it is unfair to the balance of the Vendors.
- No hawking, calling attention to, or selling products in an aggressive manner.
- A visually attractive presentation is appreciated and plays a large role in the success of our Market.
- No vendor shall play any radio or other sound instrument at a sound level that may disturb or annoy vendors or customers.
- Pets and live animals are prohibited for vendors and buyers except for service animals, in accordance with the ADA.

- Behavior that is threatening, abusive, or harassing shall constitute a violation of the Market policies and is grounds for immediate dismissal from the Market at the sole discretion of the Market Managers.
- The use of selling space for political campaigning or religious proselytizing is prohibited.

Vendors are responsible for bringing:

- Extra Chairs (if needed)
- Display items
- Business Cards
- Trash bags AND bags for recycling (or own recycling bin), composting
- Clean-up supplies (broom & dustpan, etc.)
- Single or multiple event licenses
- Retail food service license, if applicable
- Retail customer bags

Penalties

Any Vendor who contravenes the provisions of these Guidelines and Regulations is subject to the cancellation of their permit without refund.

Managing the Market

- The Friends of North Pocono Public Library Holiday Market may employ or select one or more Market Managers whose duty will be to supervise the Market and carry out the above guidelines.
- All incidents should be directed immediately to the Market Manager located on the grounds.
- The Market Manager shall have the right to inspect booths to see that the area meets health and safety guidelines and product legitimacy.

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2026 VENDOR APPLICATION

Name of Producer: _____

Name of Business: _____

Mailing Address: _____

_____

Phone: _____Cell: _____

Email and Website: _____

Emergency Contact: _____

Emergency phone number: _____

Type and description of Product:

_____

_____

Total space(s) needed: _____

Application and Fee to be paid by December 5, 2026: $10.00 per SIZE table.

Market hours for the public: 10:00 AM opening & 3:00 PM closing.

Market dates for 2026. Circle your participation dates:

Total tables selling at $10/table: _____Total $_____

Mail to: North Pocono Public Library, 1315 Church Street in Moscow.

Questions: Kim Hnatko – email: khnatko@albright.org, phone: 570.842.4770 x306

Termination: The Market reserves the right to terminate the agreement at any time. All terms and conditions shall survive termination.

Staff/Employee Information: Please list all employees (if any) who will be working at the market for you. Please be sure they know the rules of the Holiday Market at NPPL.

_____

_____

_____

Signature of applicant: By signing this application I certify that this vendor produces all goods. Incomplete applications will not be processed.

_____

Date: _____

VENDOR IDENTIFICATION Each vendor's booth must prominently display a sign that clearly identifies the business by the name listed on their application. Signs must be professional in appearance. Signs must be in place during hours of operation. All descriptions of products must be accurate and truthful. **** All necessary licenses are to be with the vendor at all times during operating hours.