



# Pop-Up Shop Rental Space Application

Today's Date: \_\_\_\_\_ Sale Date: \_\_\_\_\_

## Contact Information

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
*Last* *First*

Email: \_\_\_\_\_

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

Address: \_\_\_\_\_  
*Street Address*

*City*

*State*

*ZIP Code*

**Return completed form to the Monroe Township Library  
Attention: Pop-Up Shop**

The Monroe Township Library is now renting a Pop-Up Shop rental space. Local residents who have their own direct sales businesses are welcome; crafters, bakers, LulaRoe, Pampered Chef, Tastefully Simple, Roden & Fields, etc.

- Applications for a Pop-Up Shop at the Library must be submitted a minimum of **14 days** prior to the event by completing this form in its entirety.
- Please include a check made out to the **Monroe Township Library Foundation** for **\$50** with your application, with **Pop-Up Shop** in the memo field.
- The Library Administration will review applications for suitability. Your approved application and the \$50 donation will give you access to the Activity Room (the round room across from the Circulation Desk) on a select Saturday from **10:00am until 4:00pm** to sell your merchandise (cash and carry) and/or take orders which will ship at a later date.
- Contact the library for an available date.
- Advertising on the screens above the Circulation Desk, on an easel in the library and on the Library web site are included in the fee.
- Vendors may apply once per calendar year.
- Nothing may be adhered to the walls.
- Tables and chairs will be provided.
- The Library will not supply supplies, such as paper, pens, scissors, markers, tape, etc.
- Absolutely no littering is allowed. The vendor is responsible for all refuse, which must be discarded into a proper receptacle.

*For Library use only:*

Approved by \_\_\_\_\_

Date \_\_\_\_\_