



4 Municipal Plaza  
 Monroe Township, NJ 08831  
 www.monroetwplibrary.org  
 Phone: (732) 521-5000

# 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, Rodan & 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 non-refundable check made out to the **Monroe Township Library Foundation** for **\$40** with your application, with **Pop-Up Shop** in the memo field.
- The Library Administration will review applications for suitability. Your approved application and the non-refundable \$40 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 three times 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.

In case of inclement weather, the vendor is responsible for checking the website or calling to see whether the Library is closed. Every effort will be made to reschedule the Pop-Up shop for a mutually agreeable date.

*For Library use only:*

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

Date \_\_\_\_\_