The Monroe Township Library is now renting a Pop-Up Shop rental space. Local residents who have their own direct sales businesses are welcome to sell their merchandise; Pampered Chef, Tastefully Simple, Mary Kay, crafters, etc. This space is not intended to sell a service.

- 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 $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 non-refundable $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 within 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.

Please provide a brief description of the merchandise to be sold:

_________________________________________________________________________________________________

_________________________________________________________________________________________________

For Library use only:

Approved by ___________________________ Date ______________________