



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.

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 _____