

VENDOR POLICY

North Manchester Public Library reserves the right to invite outside vendors to set up at special events at the library. Outside vendors will be utilized when library staff deems their presence to be something that will add value to an event and/or increase attendance. Where applicable, NMPL may request a copy of their Wabash County Health Board certificate/Vendors License and Liability Insurance in advance.

Any vendor 16 and over agrees to pay a flat fee of \$20 to the North Manchester Public Library with cash or check. Vendors under the age of 16 agree to pay a flat fee of \$10 to the North Manchester Public Library with cash or check.

Vendor participation is subject to approval and is not guaranteed. Accepted vendors will be notified by the NMPL staff. NO DROP INS; vendors must apply and be approved.

All participants must provide their own change. No change will be provided by NMPL.

Each vendor must display a sign identifying the name of the vendor/business.

Vendors agree by signing the NMPL application form to accept the following hold harmless clause: All authorized vendors participating in the NMPL event agree that they are independent operators and shall be individually liable for any loss, personal injury, deaths, and/or any other damages that may occur as a result of the vendors negligence or that of its employees, agents or associates.

All vendors agree to indemnify and save the North Manchester Public Library, their employees, and agents harmless from any loss, costs, damages and other expenses, including attorney's fees.

It is recommended that each vendor carry his or her own personal and product liability insurance.

For Youth Vendors:

Youth vendors are defined as vendors under the age of 16.

All youth vendors must pay a \$10 vendor fee upon approval.

Youth vendor products must be primarily provided/run by the child participating with minimal help from the parent or guardian.

A supervising adult must be present with youth vendors under the age of 16.