



**AT NANCY DOE JORKPEN TOWN MARKET**

**VENDOR APPLICATION AND AGREEMENT**

Complete and sign the application below and return it with your application fee (keep a copy for your records). Space is limited to approximately 50 vendors and priority will be given to registered vendors of the SBA in the arts and crafts, processed and package products for pavilion and fruits and vegetables for the Farmers Market on a first come first basis. Booth space acceptance will be confirmed once application is accepted and application fees are paid. Fees are non-refundable.

Vendor General Information		
Vendor's Name:		
Vendor's General Info:	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Can Read and Write <input type="checkbox"/> High School <input type="checkbox"/> College	
Address:		
Phone Number:		
Booth Attendant's (1) Name:		
Booth Attendant's (1) Name:		
Type of Payment:	<input type="checkbox"/> LD\$600/ Week <input type="checkbox"/> LD\$1200/ 2 Weeks <input type="checkbox"/> LD\$2,400/month	
Total Amount Paid LD\$:		
Application Start Date:	<input type="checkbox"/> Start Date: _____ End Date: _____	
Type of Goods:	<input type="checkbox"/> Arts and Crafts <input type="checkbox"/> Textile <input type="checkbox"/> Rubberwood <input type="checkbox"/> Processed/Packaged Food <input type="checkbox"/> Rubber Wood <input type="checkbox"/> Fruits/Vegetable <input type="checkbox"/> Cosmetics <input type="checkbox"/> Cleaning Agents	
Description of Goods to be Sold:		
<b>The undersigned applicant certifies that he/she/they have read and understands and accepts the terms of the vendor application and agreement of the Liberian Marketplace.</b>		
Signature:	Name:	Date:
ACCEPTED BY:	Name:	Date:
Thank you for your participation! We look forward to hearing from you. Deliver completed application to: Ministry of Commerce & Industry, Department of Small Business Association (SBA) Ashmun and Gurley Streets, Monrovia, Liberia <a href="http://www.sbaliberia.org">www.sbaliberia.org</a>		

***GROW: Good policy for trade, Revitalizing the economy, Opening up the Private Sector and facilitating Work opportunities for the future.***



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This agreement is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2015 between the Ministry of Commerce & Industry, and its Contractor Falama Inc. represented by its representative Ms. Angie Howard (hereinafter Marketplace) and Vendor (as referenced in application).

**Terms of Exhibition**

**1.0 SPACE**

The Vendor, in consideration of the payment as stipulated in the Application, shall rent a 4 x 4 booth or table (for farmer's market only) at the Liberian Marketplace at the Nancy B. Doe, Jorkpen Town Market in Sinkor, Monrovia, Liberia.

All Vendors are responsible for their display/booth area. Vendors will provide their own tables, chairs, etc. needed for their display. All Vendors will be responsible for the removal and storage of their supplies and the cleaning of their booths.

Spaces will be assigned with preference towards arts and crafts, textiles, processed/packaged foods, cosmetics, cleaning agents, rubberwood, textiles and fruits and vegetables.

artists and artisans offering their own work for sale. Notification of acceptance of your application will begin March 1, 2015 and no later than April 15, 2015. Subject to space availability, every effort will be made to comply with your preference of location.

**2.0 SET-UP**

Vendors will be required to set up between 9:00AM and 11AM and break down between 4:00 and 6:00PM daily.

**WE RESERVE THE RIGHT TO REQUEST THE REMOVAL OF ANY OBJECTIONAL BE ITEMS FROM THE VENDOR'S BOOTH.**

**3.0 LIBERIAN MARKETPLACE SERVICES**

Marketplace will provide the following:

- Power and ventilation of the facilities
- Paid toilet facilities
- Training and Product Launch Space
- Security for Facilities
- Cleaning Services for general facilities and paid services for additional cleaning for special events and booths.
- **HOWEVER, MARKETPLACE, THEIR AGENTS, EMPLOYEES AND VOLUNTEERS ARE NOT RESPONSIBLE FOR DAMAGE OR LOSS TO YOUR PERSONS, PERSONAL BELONGINGS, ARTICLES THAT YOU HAVE TO SELL, OR EQUIPMENT NECESSARY FOR YOUR PARTICIPATION.**
- Vendors will be provided with **ONE (1) booth**. Access to the grounds will be granted at the Tubman Boulevard entrance from Monday to Saturday. Vendors will be given a LiberiaMarketplace Vendor

**TWO PHOTOS AND COPY OF VALID ID REQUIRED FOR THIS APPLICATION**