# POP-UP SHOPS
# IN DOWNTOWN GREENCASTLE

6 East Baltimore Street Greencastle, PA 17225 | Located 75' from the square

The Aura Building seeks to promote independent businesses, creators, makers, and entrepreneurs for our Pop-Up Shops. We look to promote those who source their own materials or create their products.

## EIGHT SPACES AVAILABLE

**DATES + RATES:**

o May 20 - Spring Market - $75

o July 7 + 8 - Sidewalk Days - $150

**WHAT'S INCLUDED: (SEE LAYOUT ON PAGE THREE)**

One 10'x9' indoor, climate controlled space

One 10' wall behind each space for temporary signs or fixtures

One outlet (extension cords not provided)

One chair

Indoor private bathroom

Access to free coffee and creamer

Hand sanitizer, minor garbage removal, post-event vacuuming

**SETUP:**

Setup is available the day before your approved date from 3pm - 6pm.

If a 2-day event is chosen, you may leave your items setup for the duration of both days

(Building will be locked and secure between events. We will not be held responsible for misplaced, stolen, or broken items.)

## PUBLICITY:

The events are held during high-traffic times in downtown Greencastle, PA including Sidewalk Days.

We are promoting on:

- Facebook (@theaurabldg and @worxandco)
- Instagram (@theaurabldg and @worxandco)
- Storefront graphics promoting event dates and times
- Greencastle and Chambersburg Chamber of Commerce

We encourage you to promote your booth and the event on your own social media channels as well as word of mouth to expand the reach for all vendors.

## AGREEMENT:

I agree that I am the owner of the business that either produces or distributes the products displayed in my booth.

The Aura Building seeks to promote independent businesses, creators, makers, and entrepreneurs for our Pop-Up Shops. We look to promote those who source their own materials or create their products. In keeping with this philosophy, The Aura Building does not permit multi-level marketing representatives or franchise owners to participate in our Pop-Up Shop days. The Aura Building and its management retain final decision making on which businesses may participate in our Pop-Up Shops.

After acceptance, if you do not comply with the above mission, you will be asked to remove those items or tear down immediately and you will not receive a refund for your booth fee.

A 50% deposit is required to secure your booth space and are accepted online only. All final payments are due two weeks prior to your event date.

Exhibitor understands and agrees that The Aura Building staff is not available to assist with their booth set-up or tear down and that any tables or exhibit materials are not provided.

Vendors will be chosen on a first come, first serve basis. We will prioritize product exclusivity, but cannot be guaranteed (one vendor type for each space, i.e. one jeweler, one cookie maker, etc.)

Booth set up will be held the day before your event date from 3pm - 6pm. Full set up is not available the morning of your event.

All exhibits must be in place and staffed no later than 15 minutes prior to the event opening to the public. Doors will be open to vendors 30 min prior to event start openings.

Exhibits must be open and staffed during all event hours. Though we adore children, those under the age of 10 are not permitted to accompany participating vendors due to the nature and duration of the event. All exhibit structures and debris must be removed within 2 hours of the close of the event. Vendors who choose to participate in a 2-day event may keep booths set up for the duration of both events. Aura Properties, LLC will not be held responsible for any lost, damaged, or stolen items.

Exhibitor agrees to confine all display and selling activity within the assigned booth space only, refraining from placing signs, goods, or other materials within or over public and/or right-of-way spaces.

Aura Properties, LLC will provide minor trash removal and daily disinfecting as well as post-event vacuuming.

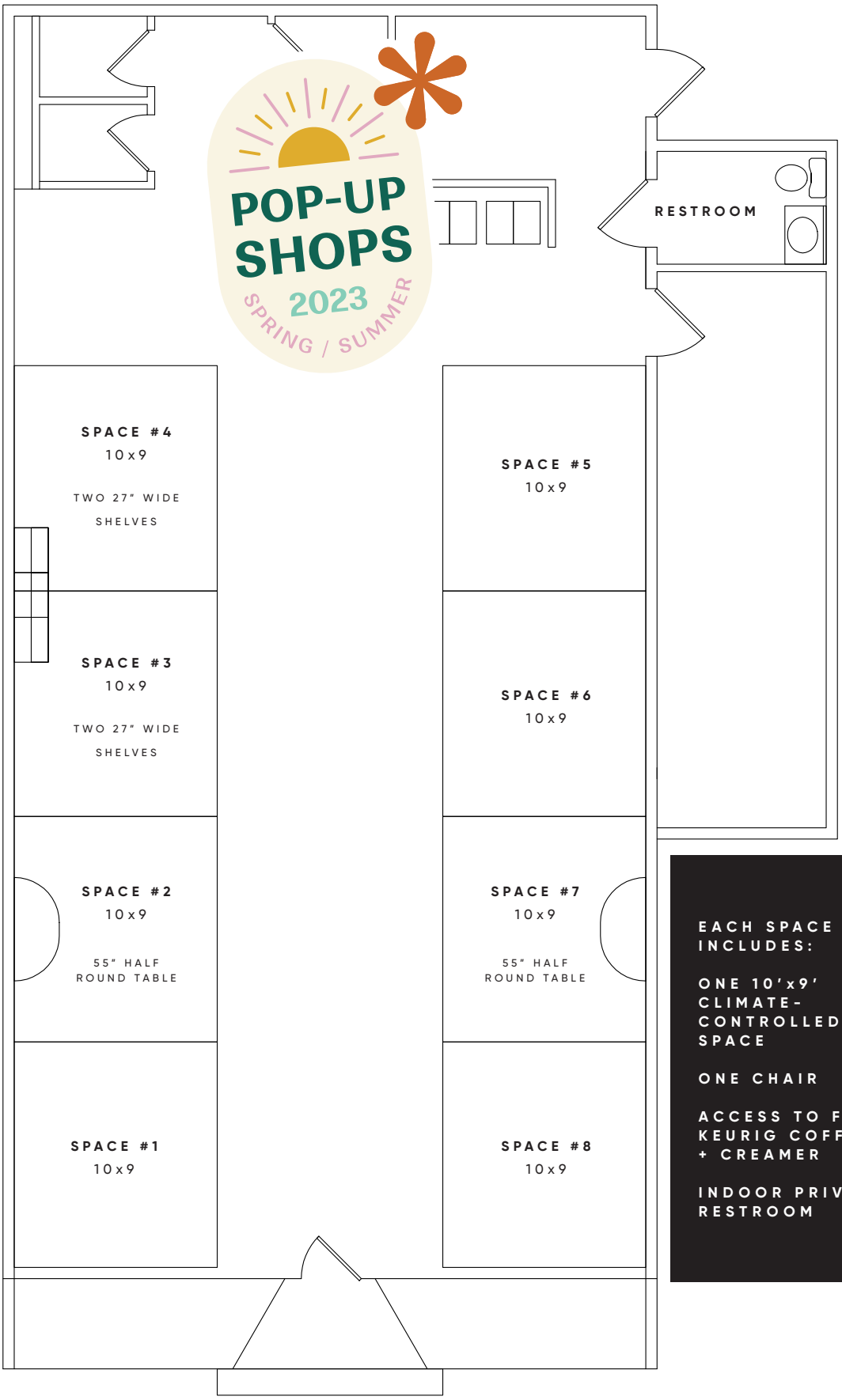
Sick Policy – you agree that you are not positive for COVID-19 and have not been exposed within at least 2 weeks prior to the event.

Cancellation Policy – deposits are non-refundable. If you need to cancel for any reason, you must notify us by email at admin@worxand.co within 5 business days of the event. In the event of inclement weather, our event will follow the closure schedule of Downtown Greencastle. If event is canceled due to weather, we will provide a refund of 50% of your total booth fee.

Aura Properties, LLC is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law. Aura Properties, LLC reserves the right to refuse vendors and will ask any exhibitor who they feel is not acting in the best interest of the event to leave the premises.

**Agreement to be signed digitally when submitting online application.**

# BOOTH PLACEMENT:




**EACH SPACE INCLUDES:**

- ONE 10'x9' CLIMATE-CONTROLLED SPACE
- ONE CHAIR
- ACCESS TO FREE KEURIG COFFEE + CREAMER
- INDOOR PRIVATE RESTROOM

< THE SQUARE BALTIMORE STREET COFFEE ROASTERS >