

North Haledon Day 2016 ~ Craft Fair Registration Form

Saturday, October 1, 2016 - 12pm – 5pm

(Rain Date Sunday, October 2, 2016)

Organization /Business Name _____

Contact Person _____

Phone _____ E-mail _____

Address _____

Type of Application ~ Please Check ONE ~ North Haledon Residents _____ Non Resident Applicant _____

New for 2016 - Early Signing Bonus - Take \$10 off registration if application and payment received by August 31st

Space Rate

_____ \$30

Space Rate with 6' table and 2 chairs

_____ \$40

TOTAL # SPACES _____ @ \$ _____ (select rate from above) = \$ _____

ADDITIONAL # TABLES _____ @ \$10 EACH = \$ _____

ADDITIONAL # CHAIRS _____ @ \$5 EACH = \$ _____

No Electric Hook Up Available

TOTAL ENCLOSED: \$ _____

LIST ITEMS FOR SALE AT YOUR BOOTH.

Alcoholic beverages and food for immediate consumption are prohibited.

SPACE WILL BE ALLOCATED BY THE PUBLIC EVENTS COMMITTEE.

This application will be reviewed by the committee and prior to the event you will be e-mailed a confirmation and further instructions for the day of the event. Please note spaces are limited and are on a first come, first serve basis. North Haledon residents will be chosen first for the allotted number of spaces.

*Mail to: Public Events Committee
c/o Susan Serico
North Haledon Library
129 Overlook Avenue
North Haledon, NJ 07508*

*Payment is due with this application. Make checks payable to: Borough of North Haledon Trust Account.
For more information, e-mail publicevents@northhaledon.com or
call Jamie at 201.560.7552.*

DEADLINE FOR REGISTRATION ~ September 12, 2016

Internal Use Only

Date Application Received: _____ Date Payment Received: _____

Space Assigned: _____

Dear North Haledon Day Craft Fair Vendor,

Here is a list of **Frequently Asked Questions** which will help you prepare for this year's North Haledon Day Craft Fair. If we forgot to address any concerns, please feel free to contact Jamie at 201.560.7552 or e-mail publicevents@northhaledon.com.

1. *How big are the spaces?*

Each booth is approximately 10'x10' (big enough to accommodate a pop-up tent) and you can rent table and chairs or bring your own. If you have paid for additional tables and chairs, they will be included with your assigned space.

2. *Can I bring a pop-up tent and/or extra tables?*

If you want to bring any additional set-up (i.e. pop-up tents, umbrellas, tablecloths, displays, signage) you are welcome to. Pop-up tents are encouraged as protection from the elements and they look great too! Be creative and have fun designing your booth.

3. *What time is Vendor Check-In?*

Vendor Check-In begins at 9am and ends at 11am. We will be sending you more specific details about parking and a check-in schedule as the date approaches.

4. *Where can I park my car?*

There will be a designated drop off location near field #1 (Brookview Drive entrance) to unload your vehicle. After that all cars must be parked in the specified off-site lots (which will be included in your instructions as the date approaches). No cars will be permitted on the lawn after 11am.

5. *Are there any special requirements?*

We ask that all items are handmade. Get creative! The Public Events Committee will review all applications.

6. *What are the hours of vendor operation?*

The hours of vendor operation are 12pm – 5pm. All vendors must stay open until 5pm, but must be off of the field by 6pm.

7. *Do we have to clean up our booth?*

Yes, please! We ask that you assist us in the end-of-the-day clean up. All tables and chairs should be collapsed or folded and left at the foot of your allotted space for pick up by our maintenance crew. Please remove all trash and litter that has collected in and by your booth and deposit it in appropriate garbage or recycling containers. Please pay attention to all directives from our volunteers on how to exit the premises. We thank you in advance for your cooperation in this matter.

North Haledon Day Craft Fair 2016 Hold Harmless Agreement

The Vendor shall indemnify and hold harmless the owner, Borough of North Haledon, and their agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (2) is caused in whole or part by any negligent act or omission of the Vendor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

Print Name _____

Signature _____

Phone Number _____

Date _____

This form MUST be turned in with all other registration materials. Thank you!

North Haledon Day Checklist

- Fill out registration form completely; including phone numbers, email address, and zip codes***
- List any special requirements (i.e. extra chairs, spaces, etc.)***
- Submit payment in the form of a check made payable to Borough of North Haledon Trust Account***
- Sign and return Hold Harmless Agreement***

***Any Questions? Contact Jamie at 201.560.7552
or e-mail
publicevents@northhaledon.com***

We look forward to seeing you on October 1st!