



AUTUMNFEST/CRAFT FAIR

Sponsored by
Pompton Reformed Church
59 Hamburg Turnpike, Pompton Lakes, NJ 07442
October 21, 2017
10:00 am - 4:00 pm

Thank you for expressing an interest in being a crafter/vendor at Autumnfest 2017. The 3rd Saturday in October will be here soon and plans are being finalized for our Autumnfest/Craft Fair. Please read the guidelines below and submit your contract and payment as soon as possible. Space is limited so sign up early! **This year I will be saving inside spaces for the Vendors and Crafters who were inside last year until July 1. If I do not receive your application and check by July 1 I will give your spot to a Vendor on a waiting list. This year you will not be receiving a contract by mail if I have your email address. I have already sent out an email to the Vendors and Crafters with email addresses stating that they are to download this contract and send the contract and check to me. My address is at the bottom of this contract. Inside Vendors who were here last year must send by July 1. If you have any questions or concerns you may email me at joanngiant@optimum.net Outside Vendors must bring tables and chairs. Inside Vendors must bring tables! Once I receive your contract and check I will send you an email stating that I have received it. If you have not received a confirmation email two weeks after you sent it please email and let me know. I will then investigate to see why I didn't send you the email back.**

- Registration will begin upon our receipt of the completed application and payment of fees. Spaces will be assigned on a first-come, first-serve basis.
- **Fee is \$25.00 for a 6' by 8' space in Fellowship Hall and the Library area.. Fee is \$20.00 for a space outside. . YOU MUST BRING YOUR OWN TABLE FOR ALL INSIDE AND OUTSIDE SPACE. Outside Spaces must also bring chairs.**
- Payment - checks or money orders made out to: Pompton Reformed Church
- Cancellations will be accepted until **Saturday, October 7..**
- No refunds will be given after October 7 and/or in the event of rain. **It goes on rain or shine!**
- Indoor spaces and electricity are limited. Outdoor spaces on the lawn—you will be responsible to provide your own tent/pop-up covering and table. Space will be unrestricted and no electricity is available.
- **Crafters/Vendors must provide their own tables. There will be no provisions made to have tables available to any Vendor/Crafter the day of the Autumnfest!** Two chairs will be provided per table inside. Outside Vendors must bring own tables and chairs.
- Please do not infringe on your neighbor's space. Every effort will be made to accommodate every vendor's need.
- There will be limited electricity; please note need for this on application.
- No loud machinery, music or loudspeakers allowed.
- Crafters/Vendors must be available at their tables at all times.
- The church will not be responsible for any thefts or damage to your property.
- You must be responsible for collecting your own taxes.
- Set-up will begin at 8:00 AM. Crafters/Vendors agree to stay until the closing time of 4:00 pm unless you sell out. "Coffee and" for vendors will be available during setup.
- Lunch and beverages will be available for purchase or you may bring your own.
- There will be no admission charge to the public.
- Autumnfest will be publicized in all local newspapers, Channel 77, flyers in schools and around town, Facebook, WGHT as well as signage on Library sign and Church property.

Cut Along Line and Return as Noted:



Return to: Jo-Ann Sisco PRC Autumnfest Craft Committee Coordinator, 23 Durham Street Pompton Lakes, New Jersey 07442.

Name _____

Address _____ Phone # _____

Email address _____

Detailed Description of Craft/Vendor Mdse _____

Electricity Yes or No (circle one) Indoor _____ Outdoor on Lawn _____