



# AUTUMNFEST/CRAFT FAIR

Sponsored by  
Pompton Reformed Church  
59 Hamburg Turnpike, Pompton Lakes, NJ 07442  
October 20, 2018  
10:00 am - 4:00 pm

Thank you for expressing an interest in being a crafter/vendor at Autumnfest 2018. 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 and outside spaces for the Vendors and Crafters who are receiving this email until July 15. If I do not receive your application and check by July 15 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 am sending an email out to the vendors and crafters along with the contract stating I need the money and contract back to me by July 15 or your spot will be given to another vendor. My address is at the bottom of this contract. If you have any questions or concerns you may email me at [joangiant@optimum.net](mailto:joangiant@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. PLEASE READ THE ENTIRE CONTRACT. I HAVE MADE SOME CHANGES THIS YEAR.**

- 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 6..**
- No refunds will be given after October 6 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. **OUTSIDE VENDORS DO NOT HAVE SPECIFIC SPOTS.**
- 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 inside; please note need for this on application. **PEOPLE WHO NEED ELECTRICITY WILL BE GIVEN WALL SPACE FIRST. IF YOU DO NOT NEED ELECTRICITY YOU MAY NOT BE ABLE TO HAVE WALL SPACE. IF YOU REQUEST IT AND I CAN'T GIVE IT TO YOU I WILL LET YOU KNOW A HEAD OF TIME SO YOU CAN DECIDE WHETHER OR NOT YOU WANT TO COME. I AM LIMITING OUTSIDE VENDORS TO 30 THIS YEAR. SO IF YOU WANT AN OUTSIDE SPOT PLEASE LET ME KNOW BY JULY 15.**
- 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, and signage on 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 \_\_\_\_\_