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**AUTUMNFEST/CRAFT FAIR Sponsored by  
Pompton Reformed Church**

**59 Hamburg Turnpike, Pompton Lakes, NJ 07442 October 15, 2022  
10:00 am - 3:00 pm**

Thank you for expressing an interest in being a crafter/vendor at Autumnfest 2022. 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! My address is at the bottom of this contract. If you have any questions or concerns, you may email me at [ronnie57@optonline.net](mailto:ronnie57@optonline.net). Autumnfest will be both inside and outside this year. Vendors must bring their own tables. Chairs will be provided for indoor vendors. Outside vendors must provide their own chairs. 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 have sent it, please email me and let me know.

**PLEASE READ THE ENTIRE CONTRACT, CHANGES HAVE BEEN MADE THIS YEAR.**

- Registration will begin upon our receipt of the completed application and payment of fees. Spaces will be available on a first-come, first-serve basis.
- The fee is \$35.00 for a 6x8 ft space inside Fellowship Hall / Library area and \$30.00 for outdoor vendors. Outdoor space, using the church lawns, will not have a specific assigned spot.
- Payment will be accepted by check or money order written out to **Pompton Reformed Church**.
- Cancellations will be accepted until Saturday September 18th. The event is **rain or shine** and no refunds will be made after September 18<sup>th</sup>.
- Each outdoor vendor is to be responsible for providing their own tent/pop-up covering as well as tables and chairs. Electricity will not be available outdoors.
- Every vendor is responsible for providing their own tables.
- Indoor vendors will be provided 2 chairs. Requests for electricity and/or wall space is limited and will be assigned on a first come first served basis. Please note any requests on your contract. If your request cannot be granted I will let you know.
- Please do not infringe on your neighbor's space. Every effort will be made to accommodate every vendor's need.
- No loud machinery, music or loudspeakers allowed.
- Crafters/Vendors must be available at their tables at all times.

- Pompton Reformed 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 3:00 pm.
- Bagels and Coffee will be for sale in the morning. Snacks, hot dogs, chili and beverages will be available for purchase or bring your own lunch.
- There will be no admission charge to the public.
- The most current CDC guidelines regarding COVID 19 will be followed for this event. Updates will be posted on the Church's website. Please make sure you stay informed.  
<https://pomptonreformed.org>
- Autumnfest will be publicized in all local newspapers, Channel 77, flyers in schools and around town, Facebook, and signage on church property.

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Signature\_\_\_\_\_Date\_\_\_\_\_

Please sign and return this contract with your information and payment to the address below.

**Return to:** Ronnie Mistretta-Schubert,  
PRC Autumnfest Crafter/Vendor Coordinator  
24 Sycamore Road  
Bloomingdale, NJ 07403

**Name**\_\_\_\_\_

**Address**\_\_\_\_\_

**Phone #**\_\_\_\_\_ **Email Address**\_\_\_\_\_

**Detailed Description of Craft/Vendor Mdse**\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Indoor**\_\_\_\_\_ **Outdoor on lawn**\_\_\_\_\_

**Electric**\_\_\_\_\_ **Wall Space**\_\_\_\_\_

The Contract and payment may also be dropped off at the Church Office at the following times, however please call first to ensure someone is available. 973-835-0541

Tuesday through Thursday 9:00 am to 2:00 pm

Friday 9:00 am to 12:00 pm