

Egg Harbor Township Recreation Presents
3rd Annual Spring Craft Show
Vendor Registration Information

Egg Harbor Township Parks and Recreation will be hosting its 3rd Annual Spring Craft Show on **Saturday, May 13**. Our show will feature a variety of arts and crafts from local artists and vendors including jewelry and home-made gourmet items. Please fill out the form attached if you would like to participate in our show.

LOCATION:

Egg Harbor Township Community Center

5045 English Creek Avenue, Egg Harbor Twp, NJ, 08234

DATE:

May 13, 2023

TIME:

9:00 AM to 3:00 PM

REGISTRATION FEE:

Indoor Corner Space

Sold Out

Indoor Space

Sold Out

Outdoor Space

\$25

Information about \$10 table and chair rentals for indoor spaces on reverse side of registration form

APPLICATION

April 19, 2023 (or when vendor spaces sell out)

DEADLINE:

*Please note that Registration will be accepted on a first-come, first-serve basis and space is limited, no spaces will be held prior to application being received. EHT Recreation reserves the right to wait list any application.

SHOW GUIDELINES & REGULATIONS:

- * Vendors selling original work will be given priority, only a limited number of direct sales vendors will be accepted. Max 2 spaces per vendor.
- * If you would like pictures of your items to be included in marketing material for this event, please send them in with your application.
- * Indoor spaces are roughly 10 ft wide by 8 ft deep. Outdoor spaces are 10 ft wide and vary in depth based on the area.
- * In the case of inclement weather outdoor vendors will be moved inside, size of these indoor spaces may vary.
- * Tables are roughly 8 ft long and 2.5 ft deep.
- * The Community Center will be open at 7:00AM on Saturday for vendors to set up their displays. No early setup will be allowed
- * Vendors must park in the designated vendor parking spaces. Vendors cannot leave their cars in the loading/unloading zones during the show. Loading/Unloading must be done from the Loading/Unloading Zone or Vendor Parking.
- * Vendors must be set-up by 8:45 AM or forfeit their space, vendors must be checked-in by 8:15 am.
- * Vendors must fit their displays within the space assigned to them.
- * Vendors are expected to remain set up until 3 pm. Vendors who packs up prior to the end of the show may not be invited back.
- * Vendors assume all responsibility for loss or damage to merchandise, including fire, flood, and theft.
- * Vendors may bring additional display materials and equipment that fit within their space but please note that NO electricity access is provided.
- * All food vendors must be able to provide Board of Health approvals.
- * Outdoor vendors who plan on bringing a tent, must provide this information on your application. Tents will need to be weighed down the day of the event.
- * Vendor space confirmation & assignment is at the sole discretion of EHT Recreation and will be received by the vendor via USPS.
- * Registration Forms & Fees must be received by the office by mail or in person by April 19, 2023 or when vendor spaces are sold out.
- * Cancellation: Vendor cancellations must be submitted to the Recreation office at least 2 weeks before the event to receive a 1/2 refund on your registration fee. No refunds will be made with less than 2 weeks notice without a Doctor's Note.
If the Recreation Office cancels the event for any reason, vendors will have a choice of transferring their registration to a future event or receiving a full refund.
Refunds are processed through the Finance Department's bill-paying schedule and will be issued by Township check. There will be no cash refunds or credit card refunds.
- * Please direct further questions about the event to EHT Recreation by phone: (609)272-8120 or email: Recreation@ehtgov.org

Egg Harbor Township Recreation Presents

3rd Annual Spring Craft Show

Vendor Registration Form

NAME: _____ COMPANY NAME: _____

ADDRESS: (Street– City– State– Zip)

PHONE #: _____ EMAIL: _____

WEBSITE: _____

Are your products handmade? ☐ Yes ☐ No

Are you a direct sales vendor? ☐ Yes ☐ No

If yes, does your company allow more than 1 vendor at an event? ☐ Yes ☐ No

DESCRIPTION OF CRAFT OR SERVICE: (Ex. Homemade Soaps, Customized Jewelry, etc..)

PLEASE CHECK ONE: Sold Out Indoor Corner Space (\$45) Add a table and 2 chairs for \$10 fee: Sold Out ☐ No

Sold Out Indoor Space (\$35) Add a table and 2 chairs for \$10 fee: Sold Out ☐ No

☐ Outdoor Space (\$25) Are you bringing a pop-up tent? ☐ Yes ☐ No

Vendor Liability Agreement:

By completing this Holiday Craft Show Registration Form, I (Print Vendor Name) _____, hereby agree (1) to waive, release forever, discharge and defend against any and all claims that may arise against Egg Harbor Township Recreation and its respective employees, administrators, and volunteers, in connection with the selling of my handmade crafts for damages and/or injuries to any person or property whatsoever, and (2) to indemnify and hold harmless the Egg Harbor Township Recreation Department and its respective employees, administrators, and volunteers, from any and all claims brought by or on behalf of any person or entity, arising out of or in any way connected with the selling of my handmade crafts and products.

Vendor Signature _____ Date: _____

PLEASE SUBMIT THIS REGISTRATION FORM AND FEE TO:

Spring Craft Show
5045 English Creek Avenue, Egg Harbor Township, NJ 08234

PLEASE MAKE CHECKS PAYABLE TO EHT.

Vendor Registration Forms AND Fees must be received by the Application Deadline:
April 19, 2022

OFFICE USE ONLY

Amount Rec'd: \$ _____ Check No. _____ Date Rec'd: _____ Date Confirmation Mailed: _____