

Egg Harbor Township Recreation Presents  
*13th Annual Holiday Craft Show*  
Vendor Registration Information

Egg Harbor Township Parks and Recreation will be hosting its 13th Annual Holiday Craft Show on **Saturday, November 11**. 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.

<b>LOCATION:</b>	<b>Egg Harbor Township Community Center</b> 5045 English Creek Avenue, Egg Harbor Twp, NJ, 08234
<b>DATE:</b>	<b>November 11, 2023</b>
<b>TIME:</b>	<b>9:00 AM to 3:00 PM</b>
<b>REGISTRATION FEE:</b>	<b>Indoor Corner Space      \$45</b> <b>Indoor Space                      \$35</b> <b>Outdoor Space                    \$25</b>

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

**APPLICATION                      October 13, 2023 (or when vendor spaces sell out)**

**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.
- \* All vendors must be **checked-in by 8:15 am**, assigned spaces are no longer guaranteed after 8:15 am. All Vendors must be set up by 8:45 am or their space will be forfeited. All vendors are expected to remain set up until 3:00 PM. Vendors who leave the show prior to 3pm will not be invited back.
- \* 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 October 13,2023 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](mailto:Recreation@ehtgov.org)

Egg Harbor Township Recreation Presents

13th Annual Holiday 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 of 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:
Holiday 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:
October 13, 2023

OFFICE USE ONLY

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