

# 5th Annual Spring Craft Show

## Show Information

**Location:** EHT Community Center  
5045 English Creek Ave, EHT, NJ 08234

**Date:** May 10, 2025

**Time:** 9 am—3 pm

**Application Deadline:** February 15, 2025

**This is now a juried event.** Sending in an application does **NOT** guarantee acceptance. Accepted vendors will be notified via USPS mail between March 1 and March 25 and will have a firm deadline to submit payment to secure vendor space. Vendors not selected will be placed on a wait list and notified if space becomes available.

## Guidelines and Regulations

- Vendors selling original work will be given priority. A limited number of direct sales vendors will be accepted if space allows.
- Vendors cannot request more than one (1) vendor spaces.
- Indoor Vendor spaces are roughly 10 ft. by 8 ft. Outdoor Vendor spaces are roughly 10 ft. wide and vary in depth
- In the event of severe weather, outdoor vendors will be moved inside, the size of these spaces will vary.
- A limited number of tables are available for rental by **indoor vendors only**. Tables are approx. 8 ft. by 2.5 ft.
- Application Fee—Free
- Cost (Once accepted): Outdoor Vendor Space Fee—\$25; Indoor Vendor Space Fee—\$40; Added Table Fee—\$10
- Payment is not accepted until invoices are sent out. **DO NOT** include payment with application.

## Day of the Event Guidelines and Regulations

- Vendor Check-In and Set-Up will begin at 7 am. All vendors **must** be checked—in by 8:15 am. Vendors not checked in by 8:15 am will forfeit their space.
- Vendors must be set-up by 8:45 am.
- Vendors are not able to leave their cars in the loading zones during the show. All vendor cars must be in vendor parking by 8:45 am.
- Vendors must fit their display within the space assigned to them.
- Vendors may bring additional display materials and equipment that fit within their space, but cannot permanently alter or damage the space.
- No electric will be provided
- Outside Vendors who plan to bring tents, must be prepared to properly secure the tents the day of the show. Tents cannot be staked down. Tents are not allowed for inside vendors.
- Vendors may start a soft break down at 2:45 pm, but are expected to be able to sell until the show closes at 3 pm. Vendors who break down prior to the end of the show will not be accepted to future shows.
- Food Vendors must be able to provide Board of Health approvals and mercantile license upon request.
- Vendors assume all responsibility for loss or damage to merchandise including but not limited to fire, flood, and theft.

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## **Application Guidelines and Regulations**

- Vendor confirmation and assignment is at the sole discretion of EHT Recreation.
- Vendor acceptances will be mailed to the vendor via USPS mail between March 1 and March 25 and will include a firm payment due date to confirm the vendor accepts the space.
- Vendors not selected will be placed on a wait list and will be notified if space becomes available.
- Applications received after February 15 will automatically be placed on the wait list.
- Vendor applications must include at least **4 photos**, including one of set up. Photos can either be mailed to the Recreation Office or emailed to Recreation@ehtgov.org with the subject of the email “Spring Craft Show Application [Vendor Name]”
- Vendor applications must be fully filled out to be considered. Applications are not considered complete until photos submitted. Returning vendors who have attended Recreation Craft Show’s in the past **must** submit all information.
- Once acceptance letters have been distributed, Vendor payments must be made via check or money order or in person at the EHT Community Center via cash or credit card. EHT Recreation does not accept venmo, cashapp or other electronic payments.
- Cancellations: Vendor cancellations must be submitted to the Recreation Office in writing at least 2 weeks prior to the event to receive a 1/2 refund of vendor registration fee. No refunds will be made with less than 2 weeks notice without a doctor’s note. Refunds are processed through the Finance Department’s bill-paying schedule and will be issued via check. There will be no cash or credit card refunds.
- Please direct further questions about the event to EHT Recreation by phone: (609) 272—8120 or by email: Recreation@ehtgov.org

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## Vendor Application

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Website: \_\_\_\_\_

Are you a Direct Sales/MLM vendor?  No  Yes

Are your products home made?  No  Yes

Category of Craft (check ONLY one) :

Basketry

Ceramics

Clothing

Fiber

Food

Glass

Health and beauty

Housewares/Home Goods

Jewelry

Leather

Mixed Media

Paper

Photography

Sculpture

Wood

Wreaths

Other \_\_\_\_\_

Detailed description of products

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please include at least 4 photos**, including one of set up. Photos can either be mailed to the Recreation Office or emailed to Recreation@ehtgov.org with the subject of the email "Spring Craft Show Application [Vendor Name]"

Photos submitted via (check one)

hard copy  email (if email, date email sent: \_\_\_\_\_ email address: \_\_\_\_\_)

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## Vendor Application

Type of space applying for

Indoor (\$40 Fee)      Would want table added? (Additional \$10 Fee)       No       Yes

Outdoor (\$25 Fee)      Would be bringing a tent? (tents must be properly secured)  No       Yes

Are you flexible in your choices above?       No       Yes

Invoices will be sent out with acceptance letters, no payments will be accepted prior to this.

Any requests about your space placement? (requests are honored as much as possible but are not guaranteed)

**Application Deadline:** February 15, 2024

- Sending in an application does not guarantee acceptance.
- Accepted vendors will be notified via USPS mail between March 1 and March 25 and will include a firm deadline to submit payment to secure vendor space.
- Vendors not selected will be placed on a wait list and notified if space becomes available.
- Applications received after February 15 will automatically be added to the wait list

**Vendor Liability Agreement:**

By completing this Spring 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 TO:**

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

**Vendor Application by the Application Deadline:**

**February 15, 2024**

Applications received after the deadline will be added to the wait list.

Accepted vendors will be notified via USPS mail between March 1 and March 25 and will have a firm deadline to submit payment to secure vendor space. Vendors not selected will be placed on a wait list and notified if space becomes available.

OFFICE USE ONLY

Date Received: \_\_\_\_\_ Accepted : \_\_\_\_\_ Confirmation Mailed : \_\_\_\_\_