



2026 Vendor Agreement

Andover Regional Education Foundation (AREF)

Craft Fair & Holiday Market | 31 Years of Tradition

This Vendor Agreement ("Agreement") is entered into on the date of submission by and between the **Andover Regional Education Foundation**, a 501(c)(3) nonprofit organization ("AREF"), and the undersigned vendor ("Vendor") for participation in the 2026 Vendor and Craft Fair hosted by AREF.

Event Details

- **Event Date:** November 21, 2026
- **Event Location:** Long Pond School, 707 Limecrest Road, Newton, NJ
- **Event Time:** 10:00 AM – 3:00 PM
- **Vendor Setup:** 8:00 AM
- **Vendor Breakdown:** 3:00 PM

Fees & Payments

Vendor Fee:

- \$50 – Single Space (approximately 8' x 5')
- \$90 – Double Space (approximately 20' x 5')

Payment by Check:

- Make checks payable to: **Andover Regional Education Foundation**
- Please note in the memo line: **Vendor Event November 21st**

Payment by Credit Card:

- Payment may be made by credit card at no additional charge using the following link:
- <https://www.zeffy.com/en-US/ticketing/31st-annual-vendor-and-craft-fair-aref>

Payment Due Date:

- To secure your space, please submit payment along with this completed Agreement no later than **Friday, October 2, 2026**.
- Vendor space will not be reserved or confirmed until payment has been received and approved by AREF.
- Vendor fees are non-refundable except as expressly provided in this Agreement.
- Submission of an application does not guarantee acceptance into the event.

Vendor Responsibilities:

- Each space will include (1) 8 foot table and 2 chairs. *A limited number of 6 foot tables available if you prefer additional floor space. Please indicate your preference on this Agreement.*



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- For safety reasons, merchandise and displays should be confined to the assigned table space whenever possible. If you require floor space for displays, please include this request in your application.
- All products and displays must be family-friendly. AREF reserves the right to request removal of any items deemed inappropriate or inconsistent with the nature of the event.
- Vendors are responsible for setup, cleanup, and removal of all materials and trash from their assigned space.
- Vendors must comply with all applicable local, county, state, and federal health and safety regulations.
- Vendors offering food products are responsible for obtaining any permits, licenses, or certifications required by applicable health authorities.
- Vendors may not enter the building before 8:00 AM and may not begin packing up or vacate their space before 3:00 PM.
- Vendors will receive detailed setup, parking, and building access instructions once the vendor map has been finalized.
- If you require electricity or other accommodations, please note your request in this Agreement. Spaces with electrical access are limited and cannot be guaranteed.
- Special requests are not guaranteed; however, AREF will make every effort to accommodate them when possible.
- Please do not use tape, adhesives, nails, screws, or other fasteners on floors, walls, doors, or school property.
- All vendor spaces are located indoors and may be assigned in the cafeteria, gymnasium, hallways, or other designated areas within the building.
- Displays must be stable and may not obstruct walkways, exits, doorways, emergency equipment, or other vendor spaces. AREF reserves the right to require modifications to any display that presents a safety concern.
- Vendors may only sell or promote products and services disclosed in their application and approved by AREF.
- AREF reserves the right to deny the sale or display of products that were not disclosed on the vendor application or that materially differ from those approved during the application process.
- Vendor spaces are non-transferable and may not be assigned, shared, or sublet without prior written approval from AREF.

Vendor Selection & Product Categories

To create a diverse shopping experience, vendor categories are limited. We accept only one representative per direct-sales specialty business and strive to avoid an overabundance of similar products.

For example, we may limit the number of vendors offering comparable items such as crochet animals, tumblers, candles, nature-themed crafts, or other popular categories.

Vendor applications are reviewed to ensure a balanced variety of products and services for attendees. Acceptance is based on product type, space availability, and overall event mix. AREF reserves the right to



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reject any application or remove a vendor from the event for violation of this Agreement, inappropriate conduct, misrepresentation of products, or safety concerns.

If you represent a direct-sales company, specialty brand, or have questions regarding category availability, please contact AREF at AREF@AndoverRegional.org before submitting payment.

Liability and Indemnification

The Vendor agrees to release, indemnify, defend, and hold harmless AREF, Long Pond School, the Andover Regional School District, and their respective officers, board members, employees, volunteers, representatives, and agents from and against any and all claims, liabilities, damages, losses, costs, or expenses arising from or related to the Vendor's participation in the event.

The Vendor is solely responsible for collecting, reporting, and remitting any applicable taxes, fees, licenses, permits, or other governmental requirements associated with its business activities.

Photography & Marketing Release

The Vendor grants AREF permission to photograph, record, and use images of the Vendor, booth, products, displays, and representatives for promotional, educational, fundraising, and marketing purposes in print, online, social media, and other communications without compensation.

The Vendor also agrees to allow business information provided in the application to be used in event marketing materials and vendor listings.

Event Cancellation & Vendor Cancellation

If the event is cancelled due to inclement weather, facility closure, emergency, government order, or circumstances beyond AREF's reasonable control, AREF will make reasonable efforts to reschedule the event. If rescheduling is not possible, AREF may issue a full or partial refund at its sole discretion.

Vendors who cancel their participation fewer than fifteen (15) days before the event will forfeit their vendor fee.

Important Vendor Notice

Fraud Alert: AREF does not authorize third parties to sell vendor spaces. All official event communications, invoices, and payment instructions will come directly from **AREF@AndoverRegional.org**.

Please be cautious of individuals claiming to represent this event through social media, unofficial email addresses, or other channels. If you receive suspicious communications or have questions regarding vendor registration, contact AREF before sending payment or sharing personal information.



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Agreement and Signature

By signing below, the Vendor agrees to the terms outlined in this Agreement and affirms that all information provided is accurate.

Vendor Name

Vendor Fee (\$50/\$90)

Table Size (6ft/8ft)

Business Name (if applicable)

Email Address

Phone

Website (if applicable)

Social Media (if applicable)

Products/Services Offered

Special Request

(please use additional paper if needed)

Signature: _____ **Date** _____

Received by
AREF: _____ **Date** _____

Submit Completed Agreement and Payment to:

**Andover Regional Education Foundation
Attention: Nicholas Balady
219 Newton Sparta Rd. Newton, NJ 07860**