

**RANCOCAS WOODS EVENTS**  
**PLANT SWAP + SHOP**  
**VENDOR APPLICATION**

**SATURDAY, APRIL 10, 2021 ||**  
**10AM - 4PM**

**SATURDAY, AUGUST 14, 2021 ||**  
**10AM - 4PM**

**VENDOR FEES: \$50/Advance Payments** (deadline two weeks before show)  
**\$60/Payments received after deadline**

**ON-SITE PARKING:** There are limited on-site parking spaces for vehicles & trailers adjacent to vendor spaces and are available on a first come, first reserved basis

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Instagram: \_\_\_\_\_ Facebook: \_\_\_\_\_

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

Category & Description of your Craft/Merchandise: \_\_\_\_\_

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

- Please submit 2-4 photos of your products & display with your application.
- Please review and sign the "Market Guidelines & Operating Procedures" Agreement

**Rancocas Woods Events reserves the right to refuse admittance to any Vendor for any reason.**

*The undersigned agrees to not hold Rancocas Woods Events, RW Craft Shows, RW Co-Op, and any and all of it's affiliates and/or representatives responsible for any harm, loss, damage to property or personal injury as a result of any participation in our shows. This includes but is not limited to any occurrence on the property during loading, unloading, setup or during the shows progress. You must supply your own display(s), table and seating. Electricity is not provided. No nails in trees or fencing. Please arrange for your space to be occupied at all times during the show.*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Please send completed forms to [events@rancocaswoodseventsshops.com](mailto:events@rancocaswoodseventsshops.com)  
Questions, please call 848-448-9321

**RANCOCAS WOODS EVENTS  
PLANT SWAP + SHOP**

**Market Guidelines & Operating Procedures for Social Distancing  
Vendor Agreement**

**The following guidelines will be in place during the event in order to maintain social distancing and protect vendors, employees/volunteers, and market-goers from the spread of Covid-19:**

Vendor Rules and Set-Up:

- All vendors will have their temperatures taken at check-in.
- Vendors must stay home if they 1.) think they've been exposed to someone with Covid or 2.) if they have any symptoms of illness, or live with anyone who has any symptoms of illness such as cough, fever, etc. Any vendor or employee who shows signs of illness will be asked to leave the market. Vendors who communicate prior to show date **will not** be penalized for missing a market due to illness.
- All vendors must wear a facemask at all times and consider using gloves
- We suggest having a specific station set up for all transactions.
- There should be **two staff per booth**; one assembling orders and one facilitating transactions and wiping down transactional surfaces after each use; if you cannot have two staff with you please be prepared to do the necessary work
- **No exposed food**; everything must be covered or packaged. **No food samples** or food demonstrations.
- **Please use table covers that can be sanitized easily**, such as plastic or vinyl.
- **Keep hand sanitizer and disinfectant visible and at your booth at all times.** Vendors are asked to have a bottle of hand sanitizer available for customers (vendor can pump for customers to limit contact)
- During the market, **routinely clean and disinfect "high touch" items** such as tables, cash boxes, and touch screens on point-of-sale devices.

Our Suggestions to Vendors:

- We encourage the use of **electronic transactions** instead of cash as much as possible. We suggest vendors set up **Venmo, PayPal, Cash App and Zelle** accounts in addition to (or in the absence of) electronic card readers.
- We also suggest that vendors **round prices to the nearest dollar amount** to limit the exchange of coins when cash transactions do occur.
- Utilize **large signage** so that customers can read what you have to offer while waiting in line from afar. Chalkboards or whiteboards work well for this.
- Put less product out for display and restock more often.

---

**SIGNATURE**

---

**DATE**

Please send completed forms to [events@rancocaswoodseventsshops.com](mailto:events@rancocaswoodseventsshops.com)  
Questions, please call 848-448-9321