

**RANCOCAS WOODS EVENTS**  
**2023 PLANT SWAP + SHOP VENDOR APPLICATION**

*\*\*THIS SHOW IS FOR FAIR TRADE, SUSTAINABLE, PLANT RELATED + GARDEN THEMED VENDORS ONLY\*\**  
*\*\*NO DIRECT SALES ACCEPTED\*\**

(PLEASE **CHECK** DATES YOU WOULD LIKE TO ATTEND)

- EARTH DAY ~ SAT, APRIL 22 ~ 10AM - 3PM** (*Applications close 3/31/23*)  
*\*Rain Date - 4/23 ~ 10am - 3pm ~ only for EXTREME weather\**
- SAT, AUGUST 12 ~ 10AM - 3PM** (*Applications close 7/21/23*)
- FALL HARVEST ~ SUN, OCTOBER 15 ~ 10AM - 3PM** (*Applications close 8/31/23*)

**VENDOR FEES: \$75/Show/10'x10'** due upon approval; you have two weeks to complete payment  
**+ \$15 late fee applied after above described payment deadline**

**ON-SITE PARKING:** There are limited on-site parking spaces for vehicles adjacent to vendor spaces and are available on a first come, first reserved basis. (SEE PAGE 3)

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

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

- Please submit 3-5 photos of your products & display with your application. *These may be used to highlight your business on our social media leading up to the event.*
- Do you have a workshop, craft or DIY you could offer during an event or know someone who might be interested? If so, please describe it on the next page.
- Please review and sign the "Market Guidelines & Operating Procedures" Agreement
- I NEED my vehicle because \_\_\_\_\_

**Make** \_\_\_\_\_

**Model** \_\_\_\_\_

Please send completed forms to [info@rancocaswoodseventsshops.com](mailto:info@rancocaswoodseventsshops.com)

Questions, please call 848-448-9321

Mailing Address: 118 Creek Rd, Mt. Laurel, NJ 08054

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**Deadline for Payments:** Once you've been accepted, the fee is \$75/show due upon approval.  
\*\*All payments are non-refundable and cannot be applied to future shows\*\*

**Please make checks payable to:**  
RANCOCAS WOODS EVENTS

**To pay online, please provide your  
Venmo // PayPal Account Email →**

**Mailing address:**  
118 CREEK ROAD

MOUNT LAUREL, NJ 08054

\_\_\_\_\_  
*Once dates are approved, you will receive a  
payment request for your show and/or set of  
shows + service fees (2% Venmo, 4% PayPal)*

*\*Include a copy of your application\**

**Payment Method:** Cash//Venmo //PayPal// CHECK#\_\_\_\_\_ Date\_\_\_\_\_ \$\_\_\_\_\_

**IF INTERESTED, PLEASE CIRCLE ONE:**

**WORKSHOP / CLASS / ACTIVITY / SEMINAR / INFORMATION SESSION**

**FREE OR PAID** → Cost = \$\_\_\_\_\_ \*You will be responsible for signing people up

What's included? \_\_\_\_\_

**Amount of Time Needed:** \_\_\_\_\_ *\*\*this will be used for scheduling; max 1hr\*\**

**MAX CAPACITY (if any):** \_\_\_\_\_ **Age Group (if any):** \_\_\_\_\_

**Description of your Offering:** \_\_\_\_\_

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

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**Market Guidelines & Vendor Agreement**

**Weather:** The April 22nd show has a rain date. In case of extreme inclement weather, I will inform everyone via email by 6am the morning of the event. Please note, a decision WILL NOT be made before that time. In the event we cannot host the show due to inclement weather, the event will be postponed to the next day, Sunday, April 23rd, same times. Either way, refunds will not be issued. **August and October are RAIN OR SHINE.**

**Payments + Late Fees:** \$75/show due upon approval. We accept cash, check, money order, Venmo (+2% service fee) and PayPal (+4% service fee). All payments are non-refundable and cannot be applied to future shows. Once approved, you have two weeks to pay your fees. Late fees are \$15 and owed after fifteen days after approval.

**Check-in:** Check-in will begin at 7am and you will have until 9:30am to get set-up. Please do not arrive any later than 9am, we will be closing down Conestoga Lane at this time and we will not allow you entry unless we've been notified. There is one entrance for check-in from Creek Road: 120 Creek Road, Mt. Laurel is a good address for a GPS for anyone who's never joined us, and then you will turn down Conestoga Lane. **If you are running late, please call or send a text at 848-998-9321 to let us know, so we can make any necessary last minute adjustments to our vendor map (helps to avoid gaps for no shows); no communication is unacceptable.**

**Parking:** There are limited on-site parking spaces for vehicles adjacent to vendor spaces and are available on a first come, first reserved basis. For anyone who doesn't NEED their vehicle with them, you will be able to pull your vehicles right up to your vendor space to unload all of your things and then you will be directed where to park your car. ***\*\*Please note: the lot attached to the groomers is only for their customers' use. In addition, all spaces along Creek Road and the lot off Woolman's Lane should be reserved to provide shoppers and handicapped easy access to the event. If parking isn't available at your immediate location, there is plenty of room over at Fleetwood School, down one block and across the street!***

**Trash Disposal Policy:** We strive to be a *Leave No Trace Outdoor Space*. I ask that vendors please be prepared to either bring your trash home with you, or kindly dispose of any large boxes, items and excess trash in our large commercial dumpsters located behind Ma & Pa's Tex Mex off Creek Road and Woolmans Lane.

**New Products or Changes to Offerings:** Vendors must communicate any changes or additions to products being sold at shows that aren't originally described on the first page of this application. The reason for this is so we do not have too many overlapping or lacking products presented at each market.

**Pet Info:** This is a pet friendly event. All animals must be leashed, and the venue reserves the right to ask any misbehaving animals to be removed from the grounds. If you've got a pet that is not used to being in public or may be scared/shocked by live music, please think twice about bringing them with you. If you do bring any pets to the event remember that they will need to be walked outside of the venue.

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

*The undersigned agrees to not hold Rancocas Woods Events 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), tables 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***

By signing below, I acknowledge that I have read the above, understand and agree to all terms

\_\_\_\_\_  
SIGNATURE (please print your name below)

\_\_\_\_\_  
Date

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