

Stoudtburg Village Craft Fair/Small Business

Vendor Application

Please complete all parts of this form to apply for a 10 x 10 space.

2022 Craft Fair Event Dates:

Saturday, April 23, 2022

Saturday, September 24, 2022

Saturday June 25, 2022

Saturday, December 3, 2022 (Christkindlmarkt)

TIME: 9:00 a.m. to 4:00 p.m. (set-up begins at 8:00 a.m.)

Christkindlmarkt 4:00 pm to 8:00 pm (set-up begins at 3:00 pm)

LOCATION: Stoudtburg Village Plaza

Terms and Conditions:

- This is an outdoor event held rain or shine.
- Outside spaces are on pavement and are approximately 10 feet x 10 feet. Canopies are permitted but must fit within your assigned space and weighted if windy conditions are anticipated.
- Space assignments will be emailed a week before the event.
- **\$10.00** fee *per* 10 x 10 space, if reserved ten days prior to event date. **\$20.00** fee per 10 x 10 space reserved within ten days of the event.
- Electricity is available for a surcharge of \$5. Spaces with access to electric are very limited and are on a first come first served basis.
- Vendors are responsible to provide tables, tablecloths, or skirts.
- Spaces are assigned by the Craft and Vendor Fair committee and are rented on a first come, first serve basis. **We reserve the right to limit the number of Direct Sales Vendors and reserve the right to limit the number of vendors in a particular category (i.e., jewelry).**
- The Craft and Vendor Fair committee may choose to deny a vendor based on appropriateness of products and duplication of vendors.
- Setup begins at 8:00 am on the day of the event and ends at 4:00 pm. No early tardowns.
- Participants are responsible for the set-up and clean-up of their booth space. Participants cannot impair others' tables (i.e., sign or display blockage). Vendors **will not be allowed** to move table location once it has been assigned. No exceptions.
- ***Cancellation Policy: Any vendor, who is not paid in full ten days prior to the event, will lose their space. If a vendor cancels within ten days of the event, they will forfeit their fee.***
- Vendors keep all profits from their booths.

Please complete the Craft Fair Vendor Application on the following pages and follow the instructions for submission.

Craft Fair Vendor Application

Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Cell #: _____

E-mail _____

Brief description of product(s):

I am planning to sell products. I have included a check for the 2022 Craft Fair. I have read and understand the terms and conditions of the Event.

Vendor Signature: _____

Fees Included:

All spaces are \$10/space if reserved by discount deadline; \$20/space after discount deadline. *Stoudtburg Village residents can reserve one free 10 x 10 space per event.*

Craft/Vendor Fair Date	Discount Period Deadline	# of 10 x 10 Spaces		Circle One	Optional Electric \$5	Total Due per Event
4/23/2022	4/13/2022	_____ x	\$10	\$20	+ _____ =	_____
6/25/2022	6/15/2022	_____ x	\$10	\$20	+ _____ =	_____
9/24/2022	9/14/2022	_____ x	\$10	\$20	+ _____ =	_____
12/3/2022	11/23/2022	_____ x	\$10	\$20	+ _____ =	_____
Grand Total Due						_____

Two ways to register:

E-mail completed form to
StoudtburgVillageEvents@gmail.com with payment made via Venmo to @Marcia-CainDengler

or

Mail completed form and check or money order to (make check out to Stoudtburg Village POA):

Jimaline Hawthorne
105 Lautenburg BLVD
Reinholds, PA 17569

For further information or questions:

StoudtburgVillageEvents@gmail.com