

Stoudtburg Village Craft Fair/Small Business

Vendor Application

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

2024 Craft Fair Event Dates:

- Saturday, April 27
- Saturday, September 21

TIME: 9:00 a.m. to 3:00 p.m. (set-up begins at 8:00 a.m.)

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 be weighted if windy conditions are anticipated.
- Space assignments will be emailed a week before the event.
- **\$15.00** fee *per* 10 x 10 space, if reserved ten days before the event date. **\$25.00** fee per 10 x 10 space reserved within ten days of the event.
- Electricity is available for a surcharge of \$5. Spaces with electric access are limited and are on a first-come, first-served basis.
- Vendors are responsible for providing 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 the appropriateness of products and duplication of vendors.
- The setup begins at 7:00 am on the day of the event and ends at 3:00 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 the table location once assigned. No exceptions.
- ***Cancellation Policy: Any vendor, who is not paid in full ten days before 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 page 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 2024 Craft Fair. I have read and understand the terms and conditions of the Event.

Vendor Signature: _____

Fees Included:				
All spaces are \$15/space if reserved by discount deadline; \$25/space after discount deadline. <i>Stoudtburg Village residents can reserve one free 10 x 10 space per event.</i>				
Craft/Vendor Fair Date (Circle One)	Discount Period Deadline	# of 10 x 10 Spaces	Optional Electric \$5	Total Due Event
- April 27th \$15.00	 April 8th \$25.00	X _____	X _____	= _____
 September 21 \$15.00	 September 8 \$25.00	X _____	X _____	= _____
Grand Total Due: \$ _____				

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

Melissa Ekis
31 Bittendorf Way
Reinholds, PA 17569

For further information or questions:
StoudtburgVillageEvents@gmail.com