

This application may be downloaded from <http://roxburylibrary.org> or [www.fpcsuccasunna.org](http://www.fpcsuccasunna.org). Please return your completed application to your desired booth location (see below for details).

App. #	Approved	Food	Games	Conf. Date	Location	Set-up time
For office use only						

**OLDE SUCKASUNNY DAY  
BOOTH APPLICATION  
-- Saturday, September 8, 2018 --**

Name/Organization

Contact  Phone (Day)  (Eve.)

Street  Town  Zip Code

Email Address

Description of articles to be sold, activity planned or items displayed. Please note any large items. Items such as silly string, exploding poppers, knives and cap guns will not be allowed at the booths. If you have any questions please note items on your application for review: **Only one vendor representing the same business/franchise (i.e. Avon, Mary Kay, etc.) may participate at the event on a first-paid-first-served basis.**

Number of booths requested

Are you requesting a location next to another group:  If yes, please note here:

PLEASE MAKE CHECKS PAYABLE TO THE LOCATION TO WHICH YOU ARE MAILING THE APPLICATION

Please Check Desired Location	Type of Activity	Location/Address <small>Please return your application to the appropriate location labeled: "Olde Suckasunny Day Committee"</small>	Contact Person	Width of Booth Space	Fee
<input type="checkbox"/>	Crafters, Businesses and Flea Market Vendors	First Presbyterian Church 99 Main Street Succasunna, NJ 07876 (973) 584-5238	Rick Lansing (973) 584-7310	10 ft	\$25 (non-refundable)
<input type="checkbox"/>		Succasunna United Methodist Church 91 Main Street Succasunna, NJ 07876 (973) 584-7349	Michelle Anderson (973) 527-4602	10 ft	\$25 (non-refundable)
<input type="checkbox"/>	Non-Profit Community Groups	Roxbury Public Library 103 Main Street Succasunna, NJ 07876 (973) 584-2400	Denise Roberts (973) 584-2400 x5	10 ft	Free

(OVER PLEASE)

## GUIDELINES:

- Set up is between 8:00am and 9:30am on Saturday, September 8<sup>th</sup>. Car parking is not part of reserved booth space. Cars must be moved to designated parking areas. Please note that Main Street between Hunter Street and Hillside Avenue is closed to traffic and parking between 9:30am and 3:00pm. Cars left on the street will be towed.
- There is no rain date and any fees paid are non-refundable. In the event of rain the committee will make the decision as to whether or not to hold outside activities. Current information will be available on the Library's website – <http://www.roxburylibrary.org>, First Presbyterian Church's website – [www.fpcsuccasunna.org](http://www.fpcsuccasunna.org) or Succasunna United Methodist Church's website [www.sumcnj.org](http://www.sumcnj.org) In addition, you may call the respective Church contacts.
- All booths will operate from 10:00am to 3:00pm and must be staffed at all times. All booth materials are to be removed by 3:30pm.
- All participants must provide their own table and chairs. Tables, chairs and tarps may not extend past the boundaries of the allotted booth space.
- Assignment of the booth location is determined by the officials of OSD. The same location as in previous years cannot be guaranteed, although we will try our best to accommodate requests. First consideration will be given to the earliest application. All booth assignments will be given out by September 4<sup>th</sup>.
- Groups conducting raffles are responsible for obtaining their own permits and complying with all applicable Township regulations. 50/50 raffles are prohibited.
- No electricity will be provided. No generator allowed.
- Food may only be sold by non-profit organizations. All booths selling food of any kind shall follow these procedures:
  1. The menu must be approved by the Olde Suckasunny Day Steering Committee. If extra space is needed, please attach a separate sheet.
  2. Booth applicants are responsible for obtaining their own permits and complying with all applicable Health Department regulations. Copies of the regulations and necessary permits can be obtained from the Roxbury Township Board of Health at 72 Eyland Ave. (973-448-2028).
  3. Booth applicants are responsible for obtaining their own permits and complying with all applicable Bureau of Fire Prevention regulations. The necessary permits can be obtained from the Roxbury Township Bureau of Fire Prevention at 1715 Route 46, Ledgewood (973-448-2012).

The Olde Suckasunny Day Steering Committee reserves the right to accept or reject applications based on the activity being planned, its suitability for Olde Suckasunny Day, the number of applicants, and space available. Works of questionable taste may be eliminated and discretion is left to the committee.

*PLEASE SUBMIT YOUR APPLICATION BY August 8, 2018*

Your application will be confirmed within 2 weeks.

If you do not receive confirmation by August 25<sup>th</sup> please call your requested location.

I agree to follow the above stated guidelines and will not hold the Olde Suckasunny Day Steering Committee, the Roxbury Public Library, the First Presbyterian Church, or the Succasunna United Methodist Church responsible for any theft, damage, or injury that may occur to my person, exhibits, or property. The aforementioned groups will not be responsible or liable for injuries to patrons caused by vendors. Vendors agree to hold the aforementioned groups blameless from all such claims or loss.

Signature \_\_\_\_\_ Date \_\_\_\_\_