

| App # | Approved | Food | Games | Conf. Date | Location | Setup Time |
|-------|----------|------|-------|------------|----------|------------|
|       |          |      |       |            |          |            |

**FOR OFFICE USE ONLY**

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## OLDE SUCKASUNNY DAY BOOTH APPLICATION

### Saturday, September 18, 2021

Download application: <http://roxburylibrary.org> or [www.fpcsuccasunna.org](http://www.fpcsuccasunna.org)

**Return completed application to desired booth location (see below for details)**

Contact Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Phone (Day): \_\_\_\_\_ Phone (Eve): \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Description of articles to be sold, activity planned, or items displayed:**

Please note Items such as silly string, exploding poppers, knives, and cap guns are NOT permitted. Include large items and/or questionable items below 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\*?**  Yes  No

↳ If yes, note here: \_\_\_\_\_

**Desired Booth Location**

**Please Note:** Fees are non-refundable. All Booths 10ft Wide.

**MAKE ALL CHECKS PAYABLE TO THE LOCATION OF WHICH YOU ARE MAILING THE APPLICATION**

| Type of Activity                                  | (Check One)<br>Location<br>Desired Booth | Location/Address  | Contact Person                           | Fee  |
|---|--|---|--|------|
| Crafters,<br>Businesses, & Flea<br>Market Vendors | <input type="checkbox"/>                 | <b>First Presbyterian Church</b><br>99 Main Street<br>Succasunna, NJ 07876<br>(973) 584-5238              | Rick Lansing<br>(201) 874-5501           | \$25 |
|   | <input type="checkbox"/>                 | <b>Succasunna United<br/>Methodist Church</b><br>91 Main Street<br>Succasunna, NJ<br>07876 (973) 584-7349 | Michelle Anderson<br>(973) 527-4602      | \$25 |
| Non-Profit<br>Community<br>Groups                 | <input type="checkbox"/>                 | <b>Roxbury Public Library</b><br>103 Main Street<br>Succasunna, NJ 07876<br>(973) 584-2400                | Denise Roberts<br>(973) 584-2400<br>x102 | Free |

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**GUIDELINES:**

- Set up is between 8:00am and 9:30am on Saturday, September 18<sup>th</sup>. Parking not part of reserved booth space. Cars must be moved to designated parking areas. Main Street between Hunter Street and Hillside Avenue closed to traffic and parking between 9:30am and 3:00pm. Cars left on street are towed at expense of owner.
- No rain date. All fees non-refundable. In the event of rain, committee members decide if outside activities are taking place. Current information is 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) Respective Church contacts are available to assist as well.
- Booths operate 10:00am to 3:00pm and must be staffed at all times. All booth materials must be removed by 3:30pm.
- Participants must provide own table and chairs. Tables, chairs, and tarps must stay within the set boundaries of the allotted booth space (each booth space is 10ft wide)
- Booth location determined by officials of OSD. The same location as in previous years cannot be guaranteed, although we are trying our best to accommodate requests. First consideration is given to the earliest application. Booth assignments given out by September 9<sup>th</sup>.
- Groups conducting raffles responsible for obtaining their own permits and complying with all Township regulations. 50/50 raffles are prohibited.
- No electricity provided. No generators of any kind are permitted.
- Food only sold by non-profit organizations. Booths selling food of any kind must follow these procedures:
  1. Menus must be approved by the Olde Suckasunny Day Steering Committee. If extra space needed, please attach a separate sheet indicating details.
  2. Applicants responsible for obtaining individual permits and complying with all Health Department regulations. Copies of the regulations and necessary permits found at: Roxbury Twp. Board of Health at 72 Eyland Ave (973-448-2028)
  3. Applicants responsible for obtaining their individual permits and complying with all Bureau of Fire Prevention regulations. Necessary permits are found at: Roxbury Twp. Bureau of Fire Prevention 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, number of applicants, and space available. Works of questionable taste may be eliminated, as discretion is left to committee.

*PRIORITY GIVEN TO APPLICATIONS SUBMITTED ON OR BEFORE AUGUST 8, 2021*

- Booth placement requests are considered, but are not guaranteed.
- All applications 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: \_\_\_\_\_