



Rotary Club of Randolph, NJ

PO Box 481, Ironia, NJ 07845

Meetings: Tues 7:45 AM
Randolph Diner
Route 10 East & Center Grove Rd

May 12, 2016

Re: Randolph Rotary Country Fair 2016

Dear Sir/Madam:

Thank you for participating as a vendor at the Randolph Rotary Country Fair in the past or preparing to participate this year. The fair will be held on Saturday, October 1, 2016, from 10 AM to 5 PM. This year there will be a rain date on Sunday October 2. If you have not already sent in your participation form and payment then please do so by September 15, 2016 (form attached).

Vendors will be able to unload their vehicles prior to 9:30 AM on that date. No vehicles will be allowed to drive onto the field. **All vehicles must be out of the parking lot and moved to the Middle School parking lot by 9:30 AM.** Please leave yourself enough time to come and unload as we do not have enough space to handle all vehicles at the same time in the parking area. Rotary volunteers will be at the parking lot from 7am on to direct vendors to their spot.

Keep in mind that this year we are holding also a 'yard sale' for anyone who would like to participate and this will be held in the parking lot therefore timely removal of vehicles is of utmost importance. Cost to participate is \$50/space please send any requests and check to below address.

Anyone needing electricity must contact countryfair@randolphrotary.org by September 15, 2016 so we can ensure there are enough outlets in advance. We need to know the amps your equipment will use to determine whether or not we will have enough capacity. If we do not hear from you by the above date, we will assume that you do not need electricity and any further requests will be honored on a first come first serve basis.

Please contact me if you have any further questions. We are looking forward to seeing you again!

Very truly yours,

Valerie Kilburn & Greg Mohr
Randolph Country Fair

Randolph Country Fair October 1, 2016
Randolph Rotary Club Crafter/Vendor Participation Form

NAME: _____ E-Mail: _____

Address: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Merchandise:

(List all items for sale. Items must be approved prior to the event and only new items may be offered)

Home Phone:

Work Phone:

Cell Phone:

Booth Spaces are 12' x 12' How many do you need? **1, 2 or 3**

Cost \$50 Per Space for the Fair.

Tents: Please indicate if you will be bringing your own tent: **Yes No**

(The Rotary Club of Randolph does not have tents or tables to lend so if you don't have a tent you will not be covered in case of rain.)

Special Needs or Requests:

Electric Needs:

(Limited hook ups!) Please keep your electric needs to a minimum.

Our organization hereby agrees to participate in the 2016 Randolph Rotary Country Fair, which will be held at the Randolph Township Municipal Complex from 10am to 5pm and sponsored by the Randolph Rotary Club and Township of Randolph. It is also understood that I/We must setup and man our booth all the hours of the fair. Vendors may arrive from 7am to 9am for set up. Packing up or leaving early unless approved in advance is prohibited. The Township of Randolph reserves the right to cancel or close the fair due to weather or other circumstances.

Vendors must offer for sale only items appropriate for a family event. The Township of Randolph and Randolph Rotary Country Fair Staff reserve the right to request any vendor to remove from sale and public display any item found objectionable or detrimental for any reason. This includes and is not limited to: Fireworks, drugs, drug paraphernalia, and alcohol. The Township of Randolph and Randolph Rotary Club and their respective staffs reserve the right to ask any vendor to vacate its space if items are found to be unsuitable and all fees paid to the Randolph Rotary Charitable Fund, Inc. will be forfeited.

Vendors are responsible for collecting all applicable sales tax. They must also leave their space at the end of the fair, and such space must be fully cleaned and returned to the condition it was found in.

Randolph Country Fair October 1, 2016
Randolph Rotary Club Crafter/Vendor Participation Form

DEFINITION: I/WE SHALL MEAN INDIVIDUAL, NAME OF GROUP OR NAME OF CORPORATION.

I sign this Hold Harmless as my voluntary act and this act agree to the Township of Randolph, Rotary Club of Randolph, and the Randolph Rotary Charitable Fund, Inc harmless and indemnify them from any claims, suits or other actions arising from, caused by, or which are alleged result of any act or omission of

- A. You. (applicable only if the vendor in the fair is a Corporation).
- B. Any guest, invitee, licensee, visitor or other person present on the premises of the Randolph Township Municipal complex in order to participate in, organize, assist, enjoy, supervise or in any other way further the activity to be held at the Randolph Country Fair on October 1, 2016.

Legal Signature

Name and Title (print)

Signature and Date

Company or Organization Name

Please send completed form to:

Randolph Rotary
PO Box 481
Ironia, NJ 07845

eEmail Greg or Valerie for any questions at countryfair@randolphrotary.org

PLEASE MAKE YOUR CHECK OUT TO: **"RANDOLPH ROTARY CHARITABLE FUND, INC."**

Good Luck for another great year and thank you for participating in the 2016 Country Fair!!!