

# **ANNUAL LOCKE AVENUE FUN DAY**

# **VENDOR FACT SHEET**

**ANNUAL LOCKE AVENUE FUN DAY**

**Date/Time: Saturday, June 1, 2019 – 1:00 pm to 9:00 pm**

**Rain Date: Sunday, June 2, 2019 – 1:00 pm to 9:00 pm**

**Location: Locke Avenue Park, 58 Locke Avenue, Woolwich Twp., NJ 08085**

**Questions? Contact:** Laurie Cecala-Read Lcecalaread@gmail.com, 856-467-2666 x3300

**Return Date:** Reservation form and fees (if applicable) must be received no later than **May 25, 2019**

**EVENT INFORMATION:** The event will have rides and activities appropriate for families. The main stage will have continuous entertainment and the event will conclude with a firework display.

**GENERAL LOGISTICS**

**Entrance:** Locke Avenue Park main entrance is off of Locke Avenue. There is a 15 min. loading/ unloading zone located next to Handicap parking, allowing time to check in at the pavilion.

**Setup:** As early as 10:30 a.m. until 12:45 p.m.

**Break Down:** Vendors/organizations cannot break down their display until their agreed upon time (unless weather warrants otherwise). Failure to do so may result in forfeiture of future participation.

**Space Assigned:** Spaces will be assigned in order of reservation form receipt. Check in at the pavilion & you will be shown to your spot. No advanced notice will be sent of spot numbers.

**Vendor Setup:**

* Spaces are 15’ wide by 10’ deep, located on grass.
* Each crafter or business will be responsible for supplying their own display tables, chairs, and other needed equipment.
* No cover or protection will be provided for your display or people. You are responsible for the protection of your display and display items.
* Each crafter or business will be responsible for setup and breakdown of their display tables, chairs, and other needed equipment.
* No electricity is provided to vendors. Those wishing to bring a generator must indicate so on vendor form.
* Only food vendors may sell or distribute food items
* Items that create litter in the park such as silly string, bomb bags, imitation smoking devices, and novelties that look like a weapon are not permitted. If a vendor is found in violation of this rule, a $100 CASH Park Fee is due immediately to the Township.
* We highly recommend the use of sunscreen, hats, and\or protective covering for you and your display.
* Dolly and/or cart traffic ONLY will be allowed on the park grounds. There will be NO vehicles to vendor space. Your vehicle will be parked in the vendor parking location. Note: The distance is greater than 150 yards.
* No refunds will be given of vendor fees once submitted. Even In the event that the rain date option is activated, no refunds will be given for no-shows.