



FAMILY FUN DAY VENDOR FACT SHEET

Date/Time: Saturday, May 18th, 2024 – **11:00 am to 4:00 pm** –No Rain Date

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

Questions-Contact: Shannon Kilpatrick, Rec Coordinator: Skilpatrick@WoolwichTwp.org or **856-472-1181**

Return Date: Reservation form and fees must be received no later than May 10, 2024. (Fees are non-refundable)

EVENT INFORMATION: The event will have rides requiring tickets, food trucks, and vendors. The stage will have local entertainment, performers and musicians.

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. **Parking for all vendors is the back gravel lot, the second entrance to the park off of Locke Ave.** A map will be emailed to all prior to the event.

Setup: As early as 9am until 10:30am. If you need more time contact us.

Break Down: Vendors/organizations cannot break down their display until the end of the event, at 4pm (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 Ticket Booth & you will be shown to your spot.

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.
- Dolly and/or cart traffic ONLY will be allowed on the park grounds. There will be NO vehicles allowed on the field to the vendor space. Your vehicle will be parked in the vendor parking location. Note: The distance is greater than 50 yards, plan accordingly.
- No refunds will be given of vendor fees once submitted. No refunds will be given for no-shows. If the Governor of the state of NJ shuts down all group activities due to COVID concerns, we will notify you and refund your submission fee.