

Junior Woman's Club of Sparta



P.O. Box 626
Sparta, NJ 07871

The Junior Woman's Club of Sparta invites you to exhibit at the

35th Annual Sparta Day Saturday, May 22, 2010

This family event receives wide publicity in all local publications and media. It attracts thousands of people from Sparta and local communities. Sparta Day is a rain or shine vendor fair and family festival that has become not only a **fundraiser for local charities**, but also a much anticipated **community event**. There is a designated area of "Kids' Country" consisted of free rides, activities and demonstrations for children of all ages.

Event Time: 10:00AM – 4:00PM

Set-up: 7:30AM

Place: Mohawk Avenue School, 18 Mohawk Avenue, Sparta NJ

Rain or Shine: In the event of a cancellation due to **SEVERE** weather, an announcement will be made on 102.3FM (WSUS) or you can call (973)300-7309.

Booth Fees: **Early bird registration - until March 31, 2010:**
\$60.00 per space (Maximum of 2 spaces)
\$40.00 per space (Recognized non-profit organizations)

Late registration - after March 31, 2010:
\$80.00 per space (Maximum of 2 spaces)
\$55.00 per space (Recognized non-profit organizations)
(*MUST be postmarked by March 15th to avoid increase)

- Fee is for space only. **Tables, tents, generators, booth-sitters are NOT provided.**
- Spaces: approx. 15' W x 20' D. If you use a trailer, you must purchase 2 spaces.
- **Booth Fees are non-refundable. No transferring or subletting booth space.**
- **If canceled due to severe weather, a partial refund will be issued.**
- **All booth fees collected will benefit local non-profit organizations.**

Space Number & Directions: If email address is provided below, your confirmation and directions will be sent electronically. **If you are not providing an email address, you must enclose a self-addressed, stamped letter-size envelope to receive a confirmation.**

Questions: Leave a message at (973)300-7309, or email us at jwicsparta@gmail.com.

TO REGISTER: **Complete and return the Vendor Application Form and your CHECK to the address on the following page.**

SPARTA DAY
35th ANNUAL VENDOR FAIR AND FAMILY FUN FESTIVAL
Saturday, May 22, 2010

VENDOR REGULATIONS

1. All applications **MUST** include a **self-addressed stamped envelope OR email address and check**. If these items are not received, your registration will not be confirmed. Your space assignment will be given to you the morning of Sparta Day.
2. **Booth fees are non-refundable. Fee is for space only. Tables, tents and generators are NOT supplied.**
3. Sparta Day is from 10:00am to 4:00pm, **RAIN OR SHINE**. In the event of a cancellation due to **severe** weather, an announcement will be made on 102.3 FM (WSUS Radio) or you can call (973) 300-7309.
4. One car at a time, per crafter/exhibitor, is allowed on the field during set-up. During event hours, one vehicle is allowed to remain per space, but it has to be parked in the space itself.
5. No vehicles will be allowed on the field before 7:30am or after 9:30am. You will be expected to remain on the field throughout the entire event. Junior Woman's Club of Sparta volunteers will be on the field during set-up to direct you to your booth space.
6. **The sale of "silly string," "magic ink," "party snaps," "stink bombs," "caps" *of any kind*, "hair color spray," "stink spray," and "smoking candy cigarettes" is strictly prohibited. DO NOT include these or similar items in your Sparta Day inventory.** If in doubt, call (973) 300-7309.
7. Food sales at Sparta Day are **RESTRICTED to non-profit organizations and will only be sold in designated areas**. If interested, **please contact** Joel Mastandrea of World Delites Deli at (973)729-9100. Similarly, we ask that you do not give away food or water as it may diminish sales for the non-profits.
8. Electric power is not available. Please note on your application if you will be using a generator or call (973) 300-7309 to make arrangements. **(You must supply your own generator.)**
9. The Junior Woman's Club of Sparta reserves the right to limit the number of vendors with duplicate products and activities.
10. Port-a-potties, food, and beverages are available on-site, however, "booth-sitting" is not. Please plan accordingly.
11. Crafter/exhibitor displays are solely the responsibility of the crafter/exhibitor.
12. Crafter/exhibitors are expected to leave their space **CLEAN**. Due to garbage restrictions, **ALL** crafters/exhibitors are asked to place all garbage and recycling in the dumpster provided.
*****PLEASE DO NOT USE THE PUBLIC GARBAGE CANS*****
13. **Sparta Day ends at 4:00 pm. As required by local police, no vendor is allowed to "pack-up" and leave the field prior to 4:00pm. Thank you for your cooperation regarding this safety measure.**

THANK YOU FOR YOUR ANTICIPATED COOPERATION

Sparta Day 2010

VENDOR APPLICATION FORM

In returning this form, I **acknowledge and agree to follow the enclosed vendor regulations** to ensure the success of the event and safety for all concerned. The Junior Woman's Club of Sparta has the right to refuse booth space at future events due to failure to follow the enclosed vendor regulations.

Business Name: _____

Address: _____

Contact Person: _____ Email: _____

Telephone: _____ cell: _____

Number of Spaces: _____ (Maximum of 2 – If you request 2, you must pay for 2)

Description of Merchandise/Craft/Exhibit/Game/Activity: _____

Are you requesting the same space as previous year? YES NO (we will try to honor all requests, but no guarantees)

Comments _____

Will you be using your own generator? YES NO

Tax- Exempt Number (if you are a non-profit): _____

Would you like to receive future Sparta Day information by email? YES NO

___ In addition to my vendor booth, I would like to make a donation in the amount of _____ to help support Sparta Day. Donations of any amount are appreciated.

KIDS' COUNTRY SPONSORSHIP

Information on Platinum, Gold, Silver, & Bronze Sponsorships can be found at jwcsparta.org.

Please make all checks payable to: Junior Woman's Club of Sparta

Mail to: Junior Woman's Club of Sparta
Attn: Sparta Day
PO Box 626
Sparta, NJ 07871

DO NOT WRITE IN THIS AREA: RECEIVED _____ CHECK# _____ SPACE# _____
CONFIRMATION SENT _____ EMAIL/MAIL