



Ladies Auxiliary of the Budd Lake Fire Dept
PO Box 641
Budd Lake NJ 07828
EIN #: 22-3667435

2009 Holiday Shopping Bazaar Rules, Terms and Conditions

Following is important information pertaining to our event. Please read all information carefully so that misunderstandings will be kept to a minimum. You must be aware and agree to all of the following rules governing our Holiday Shopping Bazaar to be eligible to attend. Your signature on the application is your agreement to abide by all rules of the event. No application will be accepted without a signature. Thank you for your understanding and cooperation.

Advertising – We do our best to saturate the area with flyers, professional signs displayed at least 2 weeks in advance of this event and local area newspaper ads.

Application Deadline – October 17, 2009. Please don't wait until the last minute.

Cancellation Policy – An Application is a commitment to show. No full refunds will be given after the refund deadline of October 17, 2009. If you need to cancel the show, please make sure that you contact Christine Sala no later than October 17, 2009. If you call after the deadline you will receive no refund, however, if you do not notify the committee that you will be unable to attend, you will be removed from our mailing list, not allowed in any future exhibits and all space fees will be forfeited. This will be enforced.

Electric and Wall Space – Is available upon your request. There is a fee – please check the appropriate spots on the application. There are limited spaces. If you need electricity, please make sure that you check the space with electric. Spaces are filled on a first come first served basis. If you do not select your preferences on the application, you will be placed accordingly and we will not be able to re-assign you. (Wall space means that no one will be behind you – behind you could be either a solid wall, bay door or the firemen's lockers that hold the gear)

Spaces in our show are filled as we accept each crafter. We do our best to achieve a well balanced display along with satisfying the specific needs of each vendor. All of our spaces are approximately 6 ft deep x 10 ft wide. The table size is 3 ft x 8 ft.

Tables and Chairs – Tables and chairs are provided at no cost to you, please mark on the application if you need the table(s) and # of chair(s) set up before your arrive at this event. Tables are 3 ft x 8 ft tables.

Craft Description – Please fill in the appropriate box on the application with a full description of the products being sold. This is very important so we may place you properly around the event.

Set Up – Begins at 7:30 am. Please try to be set up 15 minutes before the beginning of the show at 9:00 am. **Absolutely no early packing.** Spaces not occupied by 9:00 am on set up day may be filled with standby Vendors with no refund or allowance whatsoever. Anyone arriving late, leaving before closing or breaking down during show hours may be refused entrance to future shows. All our shows run from 9:00 am to 3:30 pm.

Displays – Table covers are not required, but is much appreciated. All packing materials must be placed out of sight. Your booth must not interfere with adjacent vendors in any way. All of your display, including chairs, must be placed within the confines of the space. Nothing is to be placed in the aisles, or another vendor's booth. All vendors are to be in keeping with the overall family oriented theme of the show.

Clean up – The vendor must keep their area neat and clean at all times and leave with all merchandise, boxes, debris, etc.

Waiting List – Applications received after the deadline date will be considered for our waiting list only if our show is full. To be considered, your application must accompany full payment. You will be contacted with the status of your application soon after it is received. If you agree to be on our waiting list, you will be contacted as soon as space becomes available but may be as late as the night before the show. We will hold your check until you have been placed in our show or your check will be returned the week after if nothing comes available. If you become unavailable after having agreed to be on our waiting list, please be considerate and let Christine Sala know at 973-527-4609.

Parking – All loading and unloading must be performed before 8:30 am. We ask that all other vendors please be **patient** while unloading is being done and bay doors are open. The bay doors will be closed by 9:00 am start of the show. All vendors are asked to park their vehicles in the rear of the firehouse before the show starts at 9:00 am. All vehicles parked in fire lanes during the show hours will be towed at the owner expense.

Inclement Weather – This event is held rain or shine, even if it snows. No refunds will be given for vendor who cannot make it due to weather.

\$25.00 Fee – Will be collected for any check returned by the vendor's bank.

Refreshments – are sold throughout the entire event. You as a vendor will be provided with one free coffee and bagel coupon redeemable at any time during the day of the event. A menu will be posted of food available for the event. Please consider any additional purchases your tax-deductible contribution of the Ladies Auxiliary and Fire Department, remember that this is a fundraiser and the Auxiliary and Fire Department is a non-profit organization.

Liability and Insurance – Budd Lake Fire Department and the Ladies Auxiliary of the Budd Lake Fire Department., and their agents, members and officers 1) shall not be held liable for failure to perform or fulfill its contractual obligation for any reason within or beyond their control and 2) shall not be held liable for lost, damaged or stolen property regardless of vendors ownership or injury for any reason within or beyond their control. Insurance for such loss, damages or injury shall be the sole responsibility for each vendor at their own expense.

Vendors are expected to conduct themselves in a professional and courteous manner.