

# **You are invited to participate in the 22<sup>nd</sup> Annual FAIR in the SQUARE**

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## **Crafters/Merchants/Vendors Participation Form**

**Verona's OUTDOOR FAIR IN THE SQUARE: Saturday, December 1, 2018**

**Fair begins at 12 Noon - 5:00 P.M. - Vendor Setup begins at 10:00 A.M.**

The 22<sup>nd</sup> annual festival for Verona and its surrounding communities celebrates the upcoming holiday season with crafters, vendors, entertainment and children's activities. Food and beverages will be sold. Celebrations include the arrival of Santa and traditional tree lighting. **RAIN DATE: SUNDAY, DECEMBER 2.**

**Outdoor Location:** 600 Bloomfield Avenue; Verona Civic Center in front of Town Hall at H.B. Whitehorne Middle School. **If cancelled there will be No Reschedule and No Refunds.**

**Space Size:** Single Space is approximately 10' length space to fit 6' table\* located along the street curb line. You may register/pay for 2 single spaces (\$35x2). A canopy space is not bigger than 10'x10'.

**Hours:** Setup time is 10:00 A.M. to 12:00 Noon. Vendors may not break down exhibits before 4:00 P.M. Festivities for Santa's arrival and tree lighting begins at 4:30 P.M.

**Fees:** The fee is due before November 28, payable to "Township of Verona" Mail your check to the address listed below. Reduced fees are available to Verona-based non-profit organizations who are selling products or services. Fee waived for Verona-based non-profit organizations providing free activity or giveaway.

Email or Fax the completed form back to [stneale@veronanj.org](mailto:stneale@veronanj.org), (973) 857-4270 or

**Mail with Check to:**  
**ATTN: Steven Neale**  
**Verona Town Hall, 600 Bloomfield Ave.**  
**Verona, NJ 07044**

### **More Information and Directions:**

Email Steven Neale at [stneale@veronanj.org](mailto:stneale@veronanj.org) or call 973-239-4921. Please provide email address for best communication method.

**\*Please keep this sheet for reference & only send back the application\***

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### **VENDOR APPLICATION:**

**We reserve the right to refuse an application.**

**Email or Fax the completed form back to [stneale@veronanj.org](mailto:stneale@veronanj.org), (973) 857-4270 or**

**Mail with Check to:**

**ATTN: Steven Neale**

**Verona Town Hall, 600 Bloomfield Ave.**

**Verona, NJ 07044. Please provide the following information**

Name \_\_\_\_\_ Business Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Type of Product/Service \_\_\_\_\_

### **Please Select Options:**

- ☐ \$35 Single Space (sale of goods)
- ☐ \$37 In-Town Food Vendor\*
- ☐ \$47 Canopy Space\* (sale of goods; we do not provide canopy)
- ☐ \$75 In-Town Food Vendor with truck\*
- ☐ \$10 Non-Profit Verona-Based Organization Single Space\* (selling products or services)
- ☐ \$0 Non-Profit Verona Based Organization Single Space\* (with giveaway or children's activity)
- ☐ \$20 Non-Profit Out-of-Town Organization Single Space\* (selling products or services, children's activity)
- ☐ \$10 Each Additional Table for Canopy Space or Food Vendor
- ☐ Bringing Own Table(s)
- ☐ \$5 Electricity

Number of Tables \_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_

**\*Each Single Space Includes a 6' table. \*\*ONLY food establishments with restaurant deli or café locations in Verona accepted. Food vendors are located in food court area; approximate 10' space includes a 6' table.**

**IMPORTANT – All sales of packaged and cooked food: Vendors and organizations are responsible to contact Township of Verona Department of Health for Temporary Food Establishment License. (973-857-4800)**