

This application may be downloaded from <http://roxburylibrary.org>. Please return your completed application to your desired booth location (see below for details).

App. #	Approved	Electricity	Food	Games	Conf. Date	Location	Set-up time
For office use only							

## OLDE SUCKASUNNY DAY BOOTH APPLICATION -- Saturday, September 12, 2009 --

Name/Organization \_\_\_\_\_

Contact \_\_\_\_\_ Phone (Day) \_\_\_\_\_ (Eve.) \_\_\_\_\_

Street \_\_\_\_\_ Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address \_\_\_\_\_

Description of articles to be sold, activity planned or items displayed. Please note any large items. Item such as silly string, exploding poppers and cap guns will not be allowed at the booths. If you have any questions please note items on your application for review: \_\_\_\_\_

Number of booths requested \_\_\_\_\_ (*Library Location Only*): Do you require electricity? \_\_\_\_\_

Will you be bringing a tent? \_\_\_\_\_ If yes, specify the size of tent \_\_\_\_\_  
Is it free standing or does it require the grassy area for supports? \_\_\_\_\_

Are you requesting a location next to another group: \_\_\_\_\_ If yes, please note here: \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO THE LOCATION TO WHICH YOU ARE MAILING THE APPLICATION

<b>Please check desired location</b>	<b>Type of Activity</b>	<b>Location/Address</b> Please return you application to the appropriate location to the attention of: "Olde Suckasunny Day Committee"	<b>Contact Person</b>	<b>Width of Booth Space</b>	<b>Fee</b>	<b>Electricity</b>
	Crafters	First Presbyterian Church 99 Main Street Succasunna, N.J. 07876 (973) 584-5238	Rick Lansing (973) 584-7310	10 ft	\$20 (non-refundable)	N/A
	Businesses and Flea Market Vendors	Succasunna United Methodist Church 91 Main Street Succasunna, N.J. 07876 (973) 584-7349	Jill Roland (973) 927-7562	10 ft	\$20 (non-refundable)	N/A
	Non-Profit Community Groups	Roxbury Public Library 103 Main Street Succasunna, N.J. 07876 (973) 584-2400	Cathy Johnson (973) 584-2400 Ext. 118	13 ft	Free	Limited outlets available

**(OVER PLEASE)**

**\*For electric users –(Library Location ONLY):**

We will provide one plug per user. If you require additional plugs we ask you to bring a power strip. The power strip will then be plugged into the one outlet. Please list below what will require electricity, i.e. TVs, model trains, refrigerators, heating elements, etc. Please be specific.

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**GUIDELINES:**

- Set up is between 8:00am and 9:30am on Saturday, September 12<sup>th</sup>. To avoid gridlock, organizations using the **library grounds** will be assigned staggered arrival times on the confirmation letter.
- There is no rain date scheduled and any fees paid are non-refundable.
- In the event of inclement weather the committee will make the decision whether or not to hold outside activities by 5 pm September 11<sup>th</sup> and post it on the Library's website and voice mail. Current information will be available on the Library's voice mail --973-584-2400. You may also call the respective Church offices for recorded notification.
- All booths will operate from 10:00am to 4:00pm and must be staffed at all times.
- **All booth materials are to be removed by 4:30PM.**
- All participants must provide their own table and chairs. Tables, chairs and tarps may not extend past the boundaries of the allotted booth space.
- Assignment of the booth location is selected by the officials of OSD. The same location as in previous years cannot be guaranteed although we will try our best to accommodate requests. First consideration will be given to earliest application. All booth assignments will be given out upon arrival on September 12<sup>th</sup>.
- Groups conducting raffles are responsible for obtaining their own permits and complying with all applicable Township regulations. 50/50 raffles are prohibited.
- Car parking is not part of reserved booth space. Cars must be moved to designated parking areas as indicated in the OSD brochure. Please note that Main Street between Hunter Street and Hillside Avenue is closed to traffic and parking between 9:30am and 4:00pm. Cars left on the street will be towed.
- **Food to be sold by non-profit organizations only.**
- All booths with food of any kind shall follow these procedures:
  1. The menu must be approved by the Olde Suckasunny Day Steering Committee. If extra space is needed, please attach a separate sheet.
  2. **Each group is responsible for obtaining their own permits and complying with all applicable Health Department regulations.** Copies of the regulations are available through the Board of Health. The necessary permits can be obtained through the Roxbury Township Board of Health at 72 Eyland Ave. (973-448-2028).
  3. **Booth applicants are responsible for obtaining their own permits and complying with all applicable Bureau of Fire Prevention regulations.** The necessary permits can be obtained through the Roxbury Township Bureau of Fire Prevention at 1715 Route 46, Ledgewood (973-448-2012).

The Olde Suckasunny Day Steering Committee reserves the right to accept or reject applications based on the activity being planned, its suitability for Olde Suckasunny Day, the number of applicants, and space available. Works of questionable taste may be eliminated and discretion is left to the committee.

*PRIORITY GIVEN TO APPLICATIONS SUBMITTED ON OR BEFORE AUGUST 14, 2009*

Your application will be confirmed within 2 weeks.

If you do not receive confirmation by September 4<sup>th</sup> please call your requested location.

I agree to follow the above stated guidelines and will not hold the Olde Suckasunny Day Steering Committee, the Roxbury Public Library, the First Presbyterian Church, or the Succasunna United Methodist Church responsible for any theft, damage, or injury that may occur to my person, exhibits, or property. The aforementioned groups will not be responsible or liable for injuries to patrons caused by vendors. Vendors agree to hold the aforementioned groups blameless from all such claims or loss.

Signature \_\_\_\_\_ Date \_\_\_\_\_