

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	Food	Games	Conf. Date	Location	Set-up time
For office use only						

OLDE SUCKASUNNY DAY BOOTH APPLICATION -- Saturday, September 10, 2011 --

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 _____

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

Please check desired location	Type of Activity	Location/Address Please return your application to the appropriate location labeled: "Olde Suckasunny Day Committee"	Contact Person	Width of Booth Space	Fee
	Crafters	First Presbyterian Church 99 Main Street Succasunna, N.J. 07876 (973) 584-5238	Rick Lansing (973) 584-7310	10 ft	\$20 (non-refundable)
	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)
	Non-Profit Community Groups	Roxbury Public Library 103 Main Street Succasunna, N.J. 07876 (973) 584-2400	Christine Gleniewicz (973) 584-2400 X117	13 ft	Free

(OVER PLEASE)

GUIDELINES:

- Set up is between 8:00am and 9:30am on Saturday, September 10th. Car parking is not part of reserved booth space. Cars must be moved to designated parking areas. Please note that Main Street between Hunter Street and Hillside Avenue is closed to traffic and parking between 9:30am and 3:00pm. Cars left on the street will be towed.
- There is no rain date and any fees paid are non-refundable. In the event of rain the committee will make the decision as to whether or not to hold outside activities. Current information will be available on the Library's website - <http://www.roxburylibrary.org>. In addition, you may call the respective Church contacts.
- All booths will operate from 10:00am to 3:00pm and must be staffed at all times. All booth materials are to be removed by 3:30pm.
- 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 determined 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 the earliest application. All booth assignments will be given out upon arrival on September 10th.
- Groups conducting raffles are responsible for obtaining their own permits and complying with all applicable Township regulations. 50/50 raffles are prohibited.
- Food may only be sold by non-profit organizations. All booths selling 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. Booth applicants are responsible for obtaining their own permits and complying with all applicable Health Department regulations. Copies of the regulations and necessary permits can be obtained from 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 from 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 12, 2011

Your application will be confirmed within 2 weeks.

If you do not receive confirmation by August 26th 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 _____