



Sussex County Community College
Ladies' Saturday Retreat
April 6, 2019

Crafter/Vendor Booth Application

*Crafter/Vendor Name: _____

* Contact Name: _____

*Mailing Address: _____

*Phone: _____ *E-Mail: _____

*Please describe the type of craft and/or product you will present for sale:

Website: _____

Please send your logo via email to be added to the website

*Booth Space is one rectangular table and 2 chairs will be provided.

___↑I do not want a table or chairs (Circle if you do not want)

*Do you require access to electrical hookup? YES NO (circle one)

Cost and Additional Information:

- Set-up may begin at 7:00 am; tables must be ready by 8:30 am.
- Vendor Showcase & Café Reception lunch will be from 12:00 am – 1:30 pm. We invite you to be our guest at lunch.
- Vendors may break down following the café reception at 1:30 pm or the break at 3:30 pm. Please let us know what time so we can place you accordingly.
- The cost for each booth space is \$50.00 (regular or Oasis Room). This will include vendors selling a product or display of information.
- The Oasis Room; for a vendor who will provide a complimentary service. We will need to contact you regarding time frames for the day, we will schedule your appointments. (Examples include but are not limited to makeover, massage, hand massage, tarot card reading, manicure, facial, etc.) The Oasis Room will close for services at 5:00 pm.
- **All Vendors must provide a Certificate of Insurance naming SCCC as additionally insured for April 7th.**
- The fee is non-refundable. There will be no charge for Non-Profit organizations.
- We are requesting that each vendor donate an item to be used in our raffle with a value of \$20.00 or higher.

***As a vendor, please join us for Dinner and the Comedy Show (for an additional \$45.00 per person).**

___ Yes, I would like to join you for the dinner and show. Number of tickets: ___

___ No, I will not be attending dinner and the show

Please return this application with your payment to (Checks payable to SCCC Foundation):

Sussex County Community College Foundation
One College Hill Road
Newton, NJ 07860

To pay online: <https://commerce.cashnet.com/sussexfoundationpay>

If you have any questions regarding this event: 973-300-2121 or foundation@sussex.edu

As space will be limited, Sussex County Community College (SCCC) reserves the right to accept or reject a vendor application (Examples, we will not allow duplicate companies, multiple vendors selling the same products, vendors that do not offer a unique product.). We will be limiting the number of direct sales companies.

Sussex County Community College (SCCC) reserves the right to restrict a crafter/vendor from displaying and/or selling any item that does not conform to acceptable standards as determined by SCCC.