

VENDOR FAIR INFORMATION

On Saturday April 17th, 2010 from 10:00AM to 4:00PM

Hillsborough Volunteer Fire Co. # 2 @ Rt. 206, Hillsborough, NJ, 08844
(Near Charlie Browns & across the street from TD Bank)

Sponsored by Hillsborough Township Volunteer Fire Co. # 2 Ladies Auxiliary

- 1) Our Vendor Fair is a fundraiser for the benefit of the firefighters and firefighters' families in need.
- 2) We plan to have about 50 vendors inside the fire company bays.
- 3) We do not charge admission because we want to encourage the public to come. Since we do not sell tickets, we do not know how many people visit our fairs. Our vendors are usually happy with the turnout at our vendor fairs.
- 4) There be food & drink at the event and we have a list of local restaurants, some of which deliver if you prefer that.
- 5) **Tables & Chairs**
 - a) Due to the firehouse's dwindling supply of tables and chairs, we will not be able to rent tables or chairs.
- 6) **Electricity**
 - a) Our electrical outlets are limited. They will be given out according to the greatest need and will be first come first serve. So be sure to explain why you need the electricity. Remember if you are getting electricity to bring several long extension cords and a power strip.
- 7) **Publicity:**
 - a) **Newspapers:** We will publicize the vendor fair on cable, in Newspapers such as the Princeton Packet, Star Ledger, Home News, Courier News, Strictly Somerset & the Messenger Gazette.
 - b) **Signs:** We will put the Fair on a sign in front of the Firehouse.
 - c) **Radio:** We will submit copy to local radio such as 88.3 FM WBGO, 88.7 FM – WRSU, 91.1 FM WFMU, 94.5 FM WPST, 98.3 FM WMCQ Magic, 101.5 FM WKXW, 103.3 FM WPRB, 92.3 FM WSRK, Z100 FM WHTZ, 101.1 FM WCBS, 102.7 FM WNEW, 104.3 FM WAXQ, & 99.1 WAWZ. We hope that at least some of them will announce the fair.
 - d) **Flyers:** We will produce flyers and put them in local businesses and other establishments.
 - e) **Electric Signs:** We may even be able to get a large electric sign for the road. If you have any other ideas for publicity let me know.
 - f) **Websites:** We will advertise on the internet as well, Craig's List, Hillsborough Fire Co # 2, I Love Hillsborough, Hillsborough Business and Economic Development, Hillsborough Township, Somerset County Neighborhood, My Central NJ.com, Central Jersey.com, New Jersey.com...
- 8) **Information or Questions:** If you have any other questions please let us know.
 - a) For information on whether we received your registration info, and other information about the fair **call C McCollum at 908-725-4908**. If C McCollum is unavailable, you can call Chris Berju for general fair information @ 908-359-0123. Only C McCollum will be able to tell you if she received your registration or about space information.

VENDOR FAIR INFORMATION

- a) You can email dmburman@comcast.net and if she does not have the information, she can try to get it or forward you to someone else. If D Burman is unavailable, you can also email Chris Berju @ chrisberju@att.net.
 - b) For **crafter** approval, call **Chris at 908-359-0123 to tell her what you do** or email her at chrisberju@att.net **with pictures and info.**
 - c) For general information, you can go to the fire co website: <http://hillsboroughfireco2.com/> Go to About, Membership and then Ladies Auxiliary for Ladies Auxiliary information.
- 2) Bounced Checks**
- a) The Bounced Check Fee is \$30.
- 3) Refunds**
- a) There will be no refunds after the event has occurred for any reason.
 - b) There will be no refunds for cancellations after 1 week before the event, April 10th.
- 4) Set Up**
- a) Set up on the Day of The Fair is any time from 8 AM on.
- 5) Parking**
- a) After you unpack, you need to park in the lot up by Hamilton Rd. or on the grass behind the firehouse.
 - b) Please, No parking by Hillsborough Radiology
 - c) Please, No parking is allowed beside the firehouse as that is reserved for the fire fighters to park so they can respond to fires.
- 6) Rules Of Conduct:**
- a) Our mission is to provide a safe and wholesome family environment. By participating in this fair, you are agreeing to the following rules. If you do not follow these rules, you will be removed from this fair and not be allowed to participate in all future Vendor Fairs.
 - b) No alcoholic beverages or illegal drugs are allowed at any time.
 - c) Parking is in designated areas only.
 - d) All Vendors, Contractors & their associates are responsible for their own set up and clean up.
 - e) Be nice, and patient and co-operative.
 - f) All Vendors are to help keep the Fire Company bays clean.
 - g) No refunds will be given (except for refunds for something that is unavailable, which you will be informed of, such as a tables or chairs.)
 - h) No disruptive actions or influences will be tolerated.
 - i) Not following the rules of conduct are grounds to be banned from our events.
- 7) Future Events**
- a) We will make a reasonable effort to contact people who have attended our events, before the new people, to give them the opportunity to come again.
 - b) Our preferred mode of contact is email.
 - c) Since we have had several fairs, there may be more than one person who has attended our functions and that sell the same product. Both of you will be notified at the same time.
 - d) Our events have always been 1st come 1st served so whomever sends in a check 1st will be the person who will be able to attend that vendor fair.
 - e) You are welcome to sign up for future events ahead of time to insure you secure one of our spaces.

Vendor Fair Hold Harmless Form for 2010
Sponsored by Hillsborough Township Volunteer Fire Co. # 2 Ladies Auxiliary
April 17th 2010

HOLD HARMLESS AGREEMENT

The Vendor/Contractor shall indemnify and hold harmless The Hillsborough Volunteer Fire Co. # 2 Firemen, Ladies Auxiliary and their Employees, Agents, Servants & Volunteers from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees (including attorney's fees) or other expenses or liabilities including the investigation and defense of any claims, arising out of or resulting from the performance of the Contractor/Vendor's work or the completed operations provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of the tangible property including the loss of the use resulting in their form; and (b) is caused in whole or in part by any negligent act or omission of the Contractor/Vendor, or anyone directly or indirectly employed by them or anyone for whose acts they may be liable (including a claim by an employee of the Contractor/Vendor) regardless of whether it is caused in part by a party indemnified hereunder.

In any and all claims against The Hillsborough Volunteer Fire Co. # 2 Firemen, Ladies Auxiliary and their Employees, Agents, Servants & Volunteers by any employees of the Contractor/Vendor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Contractor/Vendor under Worker's Compensation Acts, disability benefit acts or other employee benefit acts.

In signing this I also agree to abide by the rules of conduct of the Vendors Fair. We agree to participate in the fair for the set hours. We agree to stay the entire length of the fair.

Name of Organization Vendor/Contractor:

Signature(s) of the participant(s) at booth. If all cannot sign before application is sent in they can sign on the day of the event.

Signature

Date Signed

Signature	Date Signed

Print name(s) of (all) participant(s) at booth legibly so we can add them to our sign in information:

Date Emailed Application Received by HTVF Co #2 Ladies Auxiliary: _____

Date Mailed Application Received by HTVF Co #2 Ladies Auxiliary: _____

Check # Check Amount: Hold Harmless Signed

1/27/09

Hillsborough Vendor Fair Registration

Saturday April 17, 2010 from 10:00AM to 4:00PM

Sponsored By Hillsborough Township Volunteer Fire Co. # 2 Ladies Auxiliary To Support Our Firemen.

At the Hillsborough Volunteer Fire Co. # 2 375 Rt. 206, Hillsborough, NJ. 08844. (Near Charlie Browns)

Name: _____
Last First Middle

H Address: _____
City State Zip

Home Phone: () _____ Cell () _____

Company Name: _____

Bus. Address: _____
City State Zip

Work Phone:() _____ Please circle H or W
H or W Fax: ()

 Email(s) Web Site(s)

Product(s) &/or Service(s) Offered: _____

If you are a crafter and have very professional quality work, you must show it to Chris. Please call 908-359-0123 to discuss your craft or email chrisberju@att.net with pictures and info. Any holistic vendors contact Chris about questions.

Quantity		Before 4/3	After 4/3	Any space requests. I.e. near someone, indicate below
	Indoor Space includes 1 chair & is approximately 8 ft long by 5 ft. NO TABLE INCLUDED	\$35	\$45	
	Electricity is limited. Electricity will be given for the greatest need and 1 st come 1 st serve You must bring several long extension cords and a power strip	\$10	\$10	For what purpose will you use the electricity?
*****	Do to the dwindling supplies of tables and chairs we will not be able to supply or rent tables or chairs.	Total	Total	*****
	So please bring your own tables & any extra chairs you may want.			

Hillsborough Vendor Fair Registration

Registration Procedures:
Step 1: Registration Form: Please email your filled out Registration to D. Burman at dmburman@comcast.net so we can keep update our vendor list for the future. This will insure you will be notified early about the next fair. Our fair is 1 st come 1 st serve.
Step 2: Print your filled out form registration form
Step 3 :Hold Harmless Form: Print the hold harmless form & Sign the hold harmless form
Step 4: Check: Address your Check to HTV Fire Co. #2 Ladies Auxiliary
Step 5: Envelope Please mail the following items in an envelope <ul style="list-style-type: none">* Registration Form Filled out* The Signed Hold Harmless Form &* The Check
Step 6: Mail the envelope to: C. McCollum 117 Taylor Ave. Hillsborough, NJ 08844 [Do NOT mail directly to the firehouse]
❖ ❖ You are not considered registered until C McCollum has your completed ❖ paperwork and check in hand!!! If we do not receive these before the event, ❖ you cannot participate. If this situation occurs, call us. ❖

❖ The Bounced Check Fee is \$30.

For Questions

- a) Email: For general info you can Email: dmburman@comcast.net or if D Burman is unavailable you can also email Chris Berju @ chrisberju@att.net .
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