

VENDOR/BUSINESS GUIDELINES:

- Set up is between 8:00am and 9:30am on Saturday, September 6th. 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 – www.roxburylibrary.org, First Presbyterian Church's website – www.fpcsuccasunna.org or Succasunna United Methodist Church's website www.sumcnj.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 equipment ie. tents, tent weights, tables 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 by September 5th.
- Any registered participants whose behavior is abusive, harassing or otherwise offensive toward event organizers will be deemed to be in violation of the code of conduct and will be subject to removal from the event.
- Groups conducting raffles are responsible for obtaining their own permits and complying with all applicable Township regulations. **50/50 raffles are prohibited.**
- No electricity will be provided. No generators of any kind will be permitted.
- Food may only be sold by non-profit organizations and all sales must take place at your booth. Walking sales and/or advertising is not permitted. All booths selling food of any kind shall follow these procedures:
 1. The menu must be approved by the Olde Suckasunny Day Steering Committee.
 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 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 applicants 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 8, 2025

Booth placement requests will be considered, but are not guaranteed.

Your application will be confirmed within 2 weeks of receipt.

If you do not receive confirmation by August 25th 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 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 _____

Business Name _____