



The Halfmoon Celebrations Association Inc.
2 Halfmoon Town Plaza
Halfmoon New York 12065

2nd Annual HOLIDAY STOP AND SHOP
Saturday, November 25th, 2017 from 10:00am-3:00pm at the Halfmoon Town Hall

VENDOR REGISTRATION FORM

Contact Name _____ Date _____
(please print)

Mailing Address _____

City

State

Zip

Phone # _(____) _____ Email Address _____

Information about your business:

Business Name _____

Please describe your products _____

Company Website _____

By signing and payment or participating in this activity, I agree to indemnify and hold harmless the Town of Halfmoon and the Halfmoon Celebrations Association, its employees, personnel and volunteers from any and all liability for injuries or damages which may arise as a result of participating in this activity.

*****New this year***** Due to space limitations, registration will be **limited** to the **first (20) Direct Selling Vendors and first (20) Handcrafted Vendors. This is a first come first serve basis. Upon receipt of registration and payment your space will be confirmed. Only one table per vendor.**

Cancellation Policy: Since the fees collected must offset the event expenses, **any requests for a refund must be submitted in writing by Friday, November 17th, 2017.** Requests after that time will not be considered. There will be a \$5 service charge on all cancellations to cover refund costs and there will be a \$20.00 fee on all returned checks.

We are **requesting a donation for our raffle from your company.** The raffle helps support the activities of Halfmoon Celebrations, which is a not-for-profit organization and is run by town volunteers who have the commitment to deliver free family fun events to our residents that build on the foundation of a strong neighborly community. **Please have your donation ready for us when you arrive at the Town Hall on Saturday, November 25th, 2017.**

Raffle item description: _____ Value of raffle item: _____

**** If your raffle donation item is greater than \$20.00 in value, you will receive (5) free tickets to our raffle****

PARTICIPANT'S SIGNATURE _____ Date _____

Only one direct selling vendor will be allowed from each company. Halfmoon Celebrations reserves the right to limit or deny any vendor registration it deems inappropriate or limit the same type of category

Registration fee options (please choose one):

Option #1:

____ Registration fee: \$35
Booth Space: 8' X 8' space (6 'rectangular table and 2 chairs provided)
____ electricity needed (please check here if not leave blank)
LIMITED ELECTRICITY SPACES AVAILABLE

Option #2

____ Registration fee: \$25
Booth Space: 8' X 8' space (**NO** table provided, however 2 chairs will be provided-**your table must be no bigger than 6'**.)
____ electricity needed (please check here if not leave blank)
LIMITED ELECTRICITY SPACES AVAILABLE

****PLEASE NOTE NO SOLICITATION BY VENDORS****

Please identify any special needs (i.e. Allergies or physical limitations) _____

Please complete the form and mail with a check or money order payable to:

**Halfmoon Celebrations Association
Attn: Holiday Stop and Shop
2 Halfmoon Town Plaza
Halfmoon, New York 12065**

GPS Address: 2 Halfmoon Town Plaza, Halfmoon, New York 12065

Vendors can begin arriving for set-up no earlier than 9:00am. Vendors are expected to remain open for business until 3:00pm.

For questions, please call Kristen Woodworth at (518) 701-3464 or email her at HalfmoonCelebrations@gmail.com. **Please include Holiday Vendor Registration in the subject line.** Please **RSVP by Friday, September 29th 2017**, so that we can also advertise your business on our Holiday Stop and Shop flyer.

Thank You,

Kristen Woodworth

**Kristen Woodworth- Secretary & Volunteer
Halfmoon Celebrations Association**

David Maxfield

**David Maxfield- President & Volunteer
Halfmoon Celebrations Association**