



Halfmoon

CELEBRATIONS

Association, Inc.

Marketplace on Candy Cane Lane

Saturday, December 14, 2024 from 10:00am – 4:00pm 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/activities/service: Please be specific in describing what you will be selling – failure to fully disclose or attempting to sell products not previously approved may result in you being asked to leave without a refund.

By signing and payment or participating in this activity, I agree to the fullest extent permitted by law to indemnify, defend, and hold harmless the Town of Halfmoon and the Halfmoon Celebrations Association, Inc. their employees, personnel, and volunteers from any claims arising out of acts or omissions and for any losses whatsoever and all liability for injuries or damages which may arise as a result of participating in this activity. You also agree that Halfmoon Celebrations Association, Inc. may use photographs of you and/or your display on social media to share our event activities with our followers. By submitting this application, you acknowledge and agree to ALL terms and fees required for participation in this event. Compliance with all requirements is expected, unless otherwise agreed to by Halfmoon Celebrations Association, Inc. Any non-compliance may result in the forfeiting of any fees paid and/or future participation being declined.

Cancellation Policy: Since the fees collected must offset the event expenses, **any requests for a refund must be submitted in writing by Monday, December 2, 2024.** Requests after that time will not be considered. There will be a \$5 service charge on all cancellations to cover refund costs. There will be a \$25.00 fee on all returned checks.

We require a donation for our raffle from your company/organization. The raffle helps support the activities of Halfmoon Celebrations, which is a not-for-profit organization that is run by town volunteers who have the commitment to deliver free family fun events, safety awareness and emergency preparedness programs to our residents that help to build a stronger, safer neighborly community.

You can opt out of providing a donation to our raffle by paying an additional vendor fee of \$20.00

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 application it deems inappropriate or limit the same type of category.

Registration fee options (please choose ONE):

Option #1:

_____ Registration fee: \$50.00

Booth Space: 8' X 8' space (6' rectangular table and 2 chairs provided) **NO ADDITIONAL TABLES, RACKS OR DISPLAYS MAY BE SET-UP. NO EXCEPTIONS.**

If you set-up additional tables, racks or displays, you will be asked to take them down due to egress.

_____ Electricity needed **\$5.00 ADDITIONAL FEE - LIMITED SPACES AVAILABLE**

Option #2:

_____ Registration fee: \$45.00

Booth Space: 8' X 8' space (NO TABLE provided, however 2 chairs provided) **YOUR TABLE MUST BE NO LARGER THAN 6' LONG**
NO ADDITIONAL TABLES, RACKS OR DISPLAYS MAY BE SET-UP. NO EXCEPTIONS.

If you set-up additional tables, racks or displays, you will be asked to take them down due to egress.

_____ Electricity needed **\$5.00 ADDITIONAL FEE - LIMITED SPACES AVAILABLE**

If your display cannot fit within the guidelines above, consider a double space. Please note that there are limited double spaces available.

Please choose one option below:

_____ YES, I will be providing a raffle donation (minimum value \$20.00) the day of the event.

_____ NO, I do not wish to provide a raffle donation. I am including an additional \$20.00 with my vendor fee.

Total Enclosed \$ _____

****THERE WILL BE NO SOLICITATION BY VENDORS****

IF EVENT IS CANCELLED FOR ANY REASON BY HALFMOON CELEBRATIONS ASSOCIATION, INC., REFUNDS WILL BE ISSUED.

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, Inc.

Attn: Marketplace on Candy Cane Lane

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 8:00am, but no later than 9:30am.

For questions, please email us at HalfmoonCelebrations@gmail.com. **Please include Marketplace on Candy Cane Lane in the subject line.** Please **RSVP by Friday, November 29, 2024.**

Thank You,

Kristen Woodworth

Kristen Woodworth - Vice President & Volunteer

David Maxfield

David Maxfield - President & Volunteer