

**Newtown Township Parks & Recreation  
Holiday Bazaar & Craft Fair Guidelines  
November 20, 2021**

The following are the guidelines to which we ask all vendors to adhere.  
Any questions, please contact Gerri Lumpkin, Newtown Township Parks & Recreation at 215-968-2800, x 266.

Each vendor will be provided a space that is 8' wide and approximately 5' deep.  
**Vendors must provide their own table, no more than 6' in length, 30" in width.** \*This does not apply to the four vendors who are in the hallway. A table will be provided for you due to space limitations. We will have chairs available.

**Set up time for the event will be from 7:30 - 9:45 am, Saturday morning.** Please have all packing containers and materials stored away and out of sight prior to the start of the event at 10:00 am.

Vendors will enter through the double glass doors of the Administration Building. You can pull your car up to the doors/sidewalk for unloading, but afterwards we ask all vendors to park at the Public Works building located across the main entrance road or around the side of the Administration Building, leaving the front parking area for our visitors.

Vendors are responsible for loading and unloading their merchandise. The township is unable to provide equipment or manpower for set up.

All vendors are asked to bring table covers to cover their tables.

Please do not put anything in front of your table or in the visitor walking areas.

If you require electricity, please let us know in advance as not all tables will be near electrical outlets.

Tables must be manned for the duration of the event; the township is not responsible for vendor merchandise.

This is an indoor event. Restrooms are available. A food truck will be at our event if you would like to purchase something to eat.

The facility does have wireless Internet access and passwords will be distributed that morning.

A township representative will be onsite until 5:00 pm to allow time to pack up your merchandise. We ask all vendors to NOT begin packing or leaving the event before 3:00 pm.

Our goal is to make this a fun, friendly and prosperous event for everyone!