

Foxboro Jaycees Spring Vendor and Craft Fair 2024 REGISTRATION FORM

The Foxboro Jaycees will once again be holding our **Spring Craft and Vendor Fair on the Foxboro Common** on **Saturday, May 4th 2024**. The event will be free to the public and open from 9:00am to 3:00pm. We are inviting crafters, artists, and vendors from the area to set up exhibits on the Common.

Your space will be reserved on a first come, first serve basis, so please mail your form & payment today!

Registration Fees:

\$45 if postmarked March 4th through March 22nd 2024

\$50 if postmarked March 23rd through April 26th 2024

For Jaycees Members and Community Organizations, please reach out for special member pricing

****Registration Closes April 26th****

Registration form **MUST** be Signed and submitted **by Mail** (with Check or PayPal/Venmo request) to:

Foxboro Jaycees

Attn: Vendor Fair Registration

PO Box 169

Foxboro, MA 02035

- Your **non-refundable** registration fee includes the rental of a 10'x10' space on the Common; you will need to bring a table and chairs to display your items. If you wish, you can set up a pop-up tent in your space as well. Please do not set up sides on your tent. Access to electricity at the Common is not guaranteed and there is no WI-FI available, so please plan accordingly.
- Payment Options:
 - Check or Money Order made payable to the Foxboro Jaycees.
 - PayPal or Venmo (Additional fee applies) - Sign and submit registration form by mail to receive confirmation for PayPal / Venmo submission. We will not hold spaces until payment is received in full. Please do NOT send payment until approved to do so. You are not guaranteed a spot unless a committee member confirms your registration form has been received.
 - All registration forms MUST be mailed. Emailed registration forms will be discarded unless specifically requested by a committee member.
- Since this is an outdoor event, we have scheduled a rain date, which will be Sunday, May 5th. In the event of inclement weather, we will notify you one day prior to the event (Friday May 3rd) if the Fair will be postponed to the rain date. No refunds will be issued if the event is postponed until the rain date. If we are forced to cancel the event completely, a 50% discount will be instituted for any paid vendor who requests it for the next scheduled fair only.
- Set-up will begin at 7:30am. You will be allowed to clean up from 3-4pm. You will be responsible for removing all your items. Please help us keep the Foxboro Common clean.
- Vehicles are not allowed on the Town Common. Parking is available, but limited, around the Common for setup and cleanup. You will be required to park in other areas during the event to leave spaces for visitors. A shuttle may be available to take you to / from your vehicle. If a shuttle is not available, you may request that a Jaycee watch your booth until you have returned from parking.
- If you will be selling food, you are required to obtain a mobile food permit from the Foxboro Board of Health at least 30 days prior to the event (or pay a late fee). More information can be found: http://www.foxboroughma.gov/Pages/FoxboroughMA_Health/index

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Name _____

Business Name _____

Mailing Address _____

Phone _____ Car Plate # _____

Email _____

Website _____

Request _____
(Special Request examples: request shady spot, need to be next to another vendor, need two spots, etc.)

Type of Product/Service _____
(if MLM, please annotate here.)

I hereby acknowledge that if I intend to sell food at the event, I am responsible for obtaining a food permit from the Foxboro Board of Health.

Vendor Signature: _____

How did you hear about us? _____

Check Enclosed PayPal Invoice Requested Venmo Invoice Requested

PayPal or Venmo account: _____

Please Note: This form must be MAILED to reserve a space. For PayPal or Venmo requests, include your account information (make sure it is legible) for us to confirm and send an invoice, as needed. Your space is not guaranteed until we receive payment.

*Please contact Deena Cummings by
Email at fairs.foxjaycees@gmail.com with any questions.*

Official Jaycee use ONLY:

<i>Date received</i>	<i>Check # / PayPal / Venmo Received</i>