



MONMOUTH COUNTY PARK SYSTEM SPRING CRAFT SHOW #ME252A

Saturday, April 12, 2025
Fort Monmouth Recreation Center
2566 Guam Lane, Tinton Falls, NJ 07724
www.MonmouthCountyParks.com

EVENT TIME: 9 a.m.–2 p.m.
PLEASE READ THE FOLLOWING CAREFULLY:

QUALIFICATIONS:

- The show is open to all artists and craftspersons, professional or amateur, displaying original work. **No commercially purchased merchandise, kit work, artwork copies, numbered paintings, flea market items, or alcohol/CBD infused products.** To enforce this policy and to ensure a quality show, we will require three (3) photographs of your work to accompany each application.
- Vendors from any 2023 or 2024 Craft Shows at Fort Monmouth only need to re-submit photos and NJ Sales Tax certificate if selling in a different craft category than sold at previous Fort Monmouth Craft Shows.
- The Monmouth County Park System reserves the right to deny entry to any exhibitor whose work is determined to be unacceptable or remove any exhibitor not displaying their own originally crafted work.

SPACE ALLOCATION:

- Spaces will be in the Rec Center and will be assigned in advance. Each space is 8' x 8'.
- SPACES WILL BE ASSIGNED IN THE ORDER THAT COMPLETED APPLICATIONS AND PAYMENT ARE RECEIVED AT FORT MONMOUTH. Vendors selling similar items will be spaced out so they are not in adjacent spaces.
- Spaces limited to one (1) per vendor.
- Crafters must supply their own tables and chairs.
- Crafters must account for the total dimension of their display. No extension into adjacent space will be permitted.
- The Monmouth County Park System reserves the right to limit the number of crafts displayed by those of a particular type of work in order to achieve a well-balanced and evenly represented show.

APPLICATION PROCEDURE:

All applications must be returned with the appropriate fee by mail or in person by April 1, 2025.

1. Application must be completed, signed and dated.
2. Applicants **must** provide a legible copy of the business'/organization's State of New Jersey Sales Tax Certificate of Authority.
3. Three (3) photographs of your work must accompany application. If you wish to have your photographs returned, you must send a self-addressed, stamped envelope also.
4. If you choose to pay by check please make check out to "**Board of Recreation Commissioners**" and it must be included with your application.
5. Submitting Craft Show Applications:
 - a. **In person:** Applications can be submitted in person starting Wednesday, February 12, at Fort Monmouth Recreation Center Monday-Friday from 10 a.m.–5p.m.
 - b. **By mail:** Applications must be mailed to: Spring Craft Show, Monmouth County Park System, 805 Newman Springs Road, Lincroft, NJ 07738, Attn: Jim Butler. Please do not attempt to mail anything directly to the Fort Monmouth Recreation Center address.
6. Space is limited to the first 50 craft vendors that submit their complete application, payment, photos, and NJ Sales Tax Certificate. Emailed applications cannot be accepted and any applications that arrive after the Spring Craft Show is filled will be placed on a wait list. Every vendor that is accepted in the show will be notified by email.

SET-UP AND TAKE DOWN

- Vendors can set up their space on Friday, April 11: 12–7 p.m.
- Vendors will still be able to set up the morning of Saturday, April 12, from 7:30–8:30 a.m.
- Removal time for displays will be Saturday, April 12, from 2–3:30 p.m.

PARKING:

Parking will be available in an area adjacent to the sales area. Vendors will be allowed to drive up to the Recreation Center to unload. There will be no vendor parking available in the main parking lot.

CANCELLATION:

The Monmouth County Park System reserves the right to cancel a scheduled display date in case of severe inclement weather. In that event, a full refund will be given; however, our events usually take place rain or shine.

MONMOUTH COUNTY PARK SYSTEM

FORT MONMOUTH SPRING CRAFT SHOW APPLICATION

FOR STAFF USE ONLY

Program #ME252A

(Please print or type)

CRAFTER NAME _____

BUSINESS NAME *(if applicable)* _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

CELL PHONE _____

E-MAIL _____

TYPE OF CRAFT(S) (Please give detailed description)

*** PLEASE READ ITEMS 1 THROUGH 4 BEFORE SIGNING ***

1. I agree to display and sell only handmade craft work. No commercially purchased items, kit work, or copied artwork will be displayed or sold.
2. I agree to allow the Monmouth County Park System to deny me entry into this event or remove me from this event if I am displaying any prohibited items.
3. I agree to remain with my exhibit at all times and hereby agree to indemnify, defend and save harmless the Monmouth County Board of Recreation Commissioners and its employees from any injury to applicant and any loss or damage to applicant's property arising out of the applicant's activity hereunder.
4. It is agreed that applicant shall at all times obey the rules and regulations of the Monmouth County Park System. Any item deemed inappropriate by Monmouth County Park System personnel will be removed from the show.

8' x 8' indoor space: \$50.00 (One space per vendor)

Payment: *(Please check one)*

Enclosed Check (*Checks should be made out to: Board of Recreation Commissioners*)

Credit Card (*Monmouth County Park System staff will call to charge your card.*)

Signature: _____ Date: _____