

Friends of the Secaucus Public Library
1379 Paterson Plank Road
Secaucus, NJ 07094-3718
Secaucuslibrary.org

Karyn Lusskin President
Jenifer D. May, Director

Phone: 201-330-2084
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Summer 2022

Dear Friend of the Library,

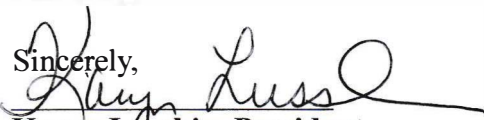
We are happy to announce that the Friends of the Secaucus Public Library will be hosting a Fall Festival and Book Sale, which will take place on the grounds of the main library at 1379 Paterson Plank Road on **Saturday, September 17, 2022 from 10 a.m. until 3 p.m.** **If needed, the rain date is Sunday, September 18, 2022 from 11 a.m. to 4 p.m. (Please note the rain date time change).**

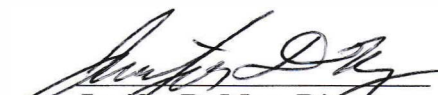
We invite you and other vendors to participate in the Fall Festival and Book Sale by purchasing table space, setting up your spot and taking advantage of the many, many people-young and old-that the event's varied attractions draw to the site. **The cost for table space up to 8 ft. long is just \$25, and the cost for space over 8 ft. is \$45.** Vendors must provide their own tables and chairs. If you are unable to provide a table, a small number of tables and tents may be available for a rental fee of \$10 each on a first-come, first-serve basis. Arrangements for a table, tent or any other special accommodations must be made in advance with the library director. **Paid reservations must be received no later than Friday, September 9th, 2022. Vendors intending to sell food should contact us as soon as possible so that we can provide information on the approval process required by the Secaucus Health Department.**

To reserve your space, please complete the enclosed application, draw your check in the proper amount to the Friends of the Secaucus Public Library, Attention Jenifer May, and mail or bring them to the library for approval.

We hope you will take advantage of this opportunity to partner with the Friends of the Library in this fundraising effort that will enable the organization to continue to promote the library as the informational, cultural and educational hub of our community. This year's Fall Festival and Book Sale promises to be a day of fun for the entire family. We hope you will be a part of it.

Note that donations to the Friends of the Library are tax-deductible and gratefully accepted.

Sincerely,

Karyn Lusskin, President


Jenifer D. May, Director



Commitment to Provide Services Contract

Date of Event: Saturday, September 17th, 2022. 10am-3pm

(Rain Date: Sunday, Sept. 18th. 11am-4pm (Please note Sunday Time Difference.)

Location: Secaucus Public Library

1379 Paterson Plank Road

Secaucus, NJ 07094

Phone: 201-330-2083

Email: secaucuslibraryfriends@gmail.com

Name of Vendor/Organization: _____

Address: _____

Name of Authorized Contact Person: _____

Phone Number of Contact Person: _____

Email: _____

The undersigned commits to provide: (List items being sold and/or services being provided. No food or beverages may be sold without prior confirmation from the Friends of the Library and the Secaucus Health Department.) _____

Fees: _____ \$25 per regular vendor space (8ft or less)

_____ \$45 per large vendor space (8ft to 15ft)

Electricity: _____ Yes, I need electricity for my table/booth. (The library grounds has limited access to electricity. Electricity is not guaranteed until it is confirmed in writing by a Friends of the Library officer or library staff member.

Note: Tables and chairs are not provided and are the vendor's responsibility. Pop-up tents, as well as chair and table umbrellas are allowed. No cars will be permitted in the library parking lot for any purpose after 9am on Saturday (10am on Sun.) Free parking is available in all municipal parking lots throughout the day. If you need any additional information, please contact the library director, Jenifer May at 201-330-2083 x4011 or may@secaucus.bccls.org.

I understand and agree to the above terms:

Signature of Vendor _____ **Date:** _____

Fee Paid: Amount _____ **Cash** _____ **Check #** _____

Received By: _____