



Jay Community Recreational Centre

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www.jaycommunityrecreationalcentre.org
Sally Rivard, Chair, 802.318.1206
Denise M. Rossignol 516.901.1857

10th Annual JCRC Oktoberfest • October 4, 2025 • 10:00 am – 3:00 pm VENDOR APPLICATION

Regardless of size, all vendors will be appropriately recognized!
All Donations are Tax Deductible

VENDOR APPLICATION—MUST BE SUBMITTED ON-OR-BEFORE JUNE 15, 2025

YES, I/We _____ (please insert your/corporation's name) would like to submit an application as a vendor for JCRC's 10th Annual Oktoberfest Fundraising Event on Saturday, October 4, 2025.

ALL VENDOR SPACES ARE OUTDOORS—RAIN OR SHINE

VENDOR REGULATIONS and POLICIES

By submitting an application, it is the expectation that you have reviewed all of the regulations, policies and documents and agree to comply with the policies outlined therein.

- Applications:** Vendor applications are taken on a FIRST-COME, FIRST-SERVED BASIS. Each vendor must select 1st, 2nd and 3rd choice for space, due to the large number of vendors who apply for this event. The sooner we receive your application and payment, the more likely you will receive your preferred location. In the event all three (3) of your selections are sold-out, we will give you an alternative opportunity, or a refund. All applications MUST be completed and submitted by June 15th.
- A photo of your product(s) MUST accompany your application. Your space WILL NOT be confirmed without a photo.**
- Upon approval of your application, you will be emailed a link for payment.**
- Payment for approved vendor applications is due within 14 days of acceptance. NO EXCEPTIONS**
- Payment may be made via check, payable to Jay Community Recreational Centre or via PayPal at:**
Jaycommunityrecreationalcentre.com located under News & Events – 10th Annual Oktoberfest “Vendor Payment.” •
- The event operates rain or shine and remains open if weather occurs during event hours. In the event of severe weather, the organizers will decide if the event remains open, closes early or is cancelled for the day. In the event of early closure or cancellation, there are NO REFUNDS for vendor space.
- Vendors who park directly behind their space ARE NOT permitted to leave prior to 3:00 pm and vendors without car spots cannot pull into the event area until after 3:00 pm. All vendors must depart by 4:30 pm. When driving in the event area, please drive slowly and be mindful of people walking, event equipment and other vehicles.
- Vendors are expected to maintain your area tidy throughout the day and pick up all stakes/weights, storage containers, vegetable/food scraps, and trash at the end of the event.
- Cancellations:** All vendors must contact the organizers no later than 5 PM Friday, October 3, 2025. There will be no refunds on vendor fees after September 4, 2025 – NO EXCEPTIONS.
- Equipment:** Vendors are strongly urged to have a 12'x12' tent to protect themselves and product from the sun and inclement weather. It is mandatory for each leg of the tent to be securely weighted with at least 20 lbs. per leg. If event organizers deem a tent to be unsafe or insufficiently weighted, they reserve the right to require that the tent be taken down for safety and liability.
- Vendor Space & Parking Assignments:** All assignments are made by the Event Organizers and based upon vendor balance and overall event aesthetics, and individual vendor preferences. Accommodations to individual preferences are **NOT PROMISED OR GUARANTEED** and the vendor will be notified in writing of the status of their request. The standard vendor space is 12' x 12'. Vendors may request additional footage on the vendor application and their request will be considered during the application review process. Vendors who request additional footage (i.e., double or triple space), will be notified in writing of the status of their request when their application notification is sent, will be charged accordingly to the space requested. All vendors will be assigned a parking space either behind or next to their vendor space or in a designated area determined by the Event Organizers. If more than one vehicle is brought to the event, the additional vehicle MUST be parked in designated customer parking. If you are unsure where to park, ask the Event Organizers. We must be considerate of surrounding businesses and not park in spaces reserved for their customers/employees.
- Vendor Responsibilities:** It is the responsibility of the vendor to comply with all state laws including, but not limited to, licenses required for selling meats/foods, alcohol; inspected scales, handling of food items and charging sales and/or rooms and meals tax where applicable. Contact the VT Dept. of Agriculture, the VT Dept. of Taxes and/or VT Dept. of health for assistance. Proof of compliance is required with application.

13. **Insurance and Liability:** All vendors must carry a \$1,000,000 general liability and product liability insurance policy listing the Town of Jay and Jay Community Recreational Centre as additionally insured. An insurance certificate MUST be submitted along with your vendor application.
14. Smoking or drinking of alcoholic beverages is not permitted on Town of Jay property. NO EXCEPTIONS.
15. Vendors bringing children to the vent MUST provide proper supervision. The event organizers require that an adult accompany children under the age of 12 at all times.
16. **Vendors MUST supply their own tents, tables, chairs, and electric/generator (if applicable), etc. NO EXCEPTIONS.**
17. **Vendor Hours: 10:00 am – 3:00 pm. Set-up Time: 8:00 am – 10:00 am.**

A confirmation will be emailed to you upon receipt of your payment, along with your space assignment

VENDOR SPACE CHOICES

SPACE 1: In front of Jay Town Hall (Limited Access to Power Outlet): Single Space 12' x 12' \$45

SPACE 2: In front of the Snow Job Sports Shop area (no power): Single spaces ONLY – 12' x 12' \$35

SPACE 3: In front of Jay Village Inn/Jim Campbell Realty: (Grass area along Rte. 242, limited number of spaces) 12' x 12' \$35 (no power)

SPACE 4: Jay Country Store Field (no power): Single space 12' x 12' \$35; Double space 12' x 24' \$60; Triple space: 12' x 36' \$85

SPACE 5: FOOD VENDOR AREA: Single space 12' x 12' \$35

10th Annual JCRC Oktoberfest • VENDOR FORM

Please complete the appropriate information below AND RETURN THIS TO US

A 3.5% processing fee will be added to all credit card charges.

Credit Card Type: <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 5px;"> </div>	<i>Must be in U.S. funds, drawn on a U.S. bank.</i> <input type="checkbox"/> Check Amount: (USD) \$ _____ Check Nr. _____	
Credit Card Number: _____		
Expiration Date: ____/____/____ CCV# _____ Billing Zip Code: _____		
Name As It Appears on Card: _____		
Authorized Signature: _____		
COMPANY/NAME: _____		
DBA: _____	EIN #: _____	
PERSON RESPONSIBLE FOR CONTRACT: (Please Print) _____		
PERMANENT MAILING ADDRESS: _____		
CITY: _____	STATE: _____	ZIP/POSTAL CODE: _____
PHONE: _____	FAX: _____	URL: _____
CELL PHONE: _____		EMAIL ADDRESS: _____
BY: (Please Print Name) _____		TITLE: _____

VENDORS—PLEASE COMPLETE THE INFORMATION BELOW AND RETURN WITH YOU APPLICATION

(Refer to Vendor Space Choices Above for your Selection)

FIRST CHOICE: SPACE #1

SPACE #2

SPACE #3

SPACE #4

FOOD VENDOR AREA

SECOND CHOICE: SPACE #1

SPACE #2

SPACE #3

SPACE #4

FOOD VENDOR AREA

THIRD CHOICE: SPACE #1

SPACE #2

SPACE #3

SPACE #4

FOOD VENDOR AREA

SPACE SIZE: (Please select one) 12' x 12' 12' x 24' 12' x 36'

Please describe what you will be selling:

I agree to no litter left behind

Attached is a Photo of the product(s) I will be selling

Attached is my Certificate of Insurance or Attestation to the Liability Waiver below.

I have my own Liability Insurance: I/we understand this is an application for vendor space only. A \$1 million liability insurance policy, naming the Town of Jay/Jay Community Recreational Centre as additional insured, **is required upon acceptance of your vendor application.** I certify that the information stated in this application form is complete and true, to the best of my knowledge. Vendors must make provisions for safeguarding their goods. Vendor assumes full liability for protecting, care and maintenance of vendor's property. I certify that I have read all of the above information, rules and regulations and agree to be bound by this contract.

In lieu of Liability Insurance, I/we agree to the Liability Waiver below:
The Jay Community Recreational Centre/Town of Jay reserves the right to refuse any vendor application. Should this occur, the fee will be refunded. The Vendor shall defend, save and hold harmless the Jay Focus Group (a 501 (c) 3 Non-Profit), The Jay Community Recreational Centre (Town of Jay), Snow Job, Inc., Todd Alix & Basse Investments, Auto, Jay Village Inn, Jay Country Store, Jim Campbell Realty, and the Town of Jay, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, pandemics, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Vendor booths are not insured by any sponsoring agents. Vendors must make provisions for safeguarding their goods. Vendor assumes full liability for protecting, care and maintenance of vendor's property. I certify that I have read all of the above information, rules and regulations and agree to be bound by this contract.

Signature: _____ Date: _____

Contacts: Sally Rivard — 802.318.1206 Denise M. Rossignol — 516.901.1857
Jay Community Recreational Centre • 1036 VT Route 242 • Jay, VT 05859 • jaycommunityrecreationalcentre@gmail.com

Checks payable to: Jay Community Recreational Centre

The Jay Focus Group is a non-profit charitable organization under Section 501(c)(3) and is a co-sponsor of this event.

For Additional Questions, please contact: Denise M. Rossignol

Email: denisemrossignol@cs.com Phone: 516.901.1857

VENDOR CONFIRMATION AND LOCATION WILL BE SENT UPON RECEIPT OF YOUR APPLICATION, PAYMENT, CERTIFICATE OF INSURANCE AND/OR LIABILITY WAIVER ATTESTATION (above), DESCRIPTION AND PHOTO OF YOUR PRODUCT(S) WHICH YOU WILL BE SELLING-THERE ARE NO EXCEPTIONS. ANY APPLICATION RECEIVED WITHOUT ALL OF THE ABOVE WILL BE DEEMED UNCONFIRMED.

PLEASE REFER TO THE ENCLOSED SITE MAP FOR VENDOR SPACE LOCATIONS.