

Hightstown Harvest Fair
March 20, 2013 Minutes

Members present: Victor Raczka, Dave Babcock, Gary Stevens, Gary Grubb

Meeting was called to order at 7:00pm

Official committee Members –

Victor Raczka	Chairman
Selena Bibens	Co-Chair/Council Liaison
Dave Babcock	Vendor Chairperson
Melissa Ryan	Entertainment Chairperson
Marybeth McAlister	Children's Entertainment Chairperson
Gary Grubb	Venue Chairperson
Amy Batista	Publicity Chairperson

Registration Fees: Were raised \$10.00 this year to the following:

Organizations	\$45
Vendors	\$55
Food Vendors	\$65

Hotels: We are doing away with the hotel packages

Website: Gary is working on getting the vendor page up and running. He will be adding and changing things in the future.

Publicity: No report

Children's Entertainment: Report was sent via email:

Confirmed Mercer County Wildlife will be doing an educational program on the children's stage from 10:30 – 11:30 a.m. They will send us an invoice and a Form W9 – they ask for a \$200 donation for the program

Confirmed Mad Science for the children's stage for 11:30 a.m. – 12:00 p.m. They have already submitted an invoice and Form W9 – cost is \$280

Confirmed Wings of Magic to do the puppet show again this year – need to confirm timeslot of 1:00 p.m. – 2:00 p.m. Also asked Mark from Wings of Magic to provide pricing for stiltwalking and balloon sculptures. Once I have received pricing will determine if we can afford and will request invoice and Form W9

Confirmed new pony ride/petting zoo vendor - Pony Round-Up – will be at fair from 11-3 – cost of \$1,250 which came in \$250 less than previously used vendor. Still waiting on invoice, Form W9 and Certificate of Insurance Will follow-up with Courtney via e-mail by end of week

Confirmed new vendor for moon bounce and mechanical bull ride – Perfect Party Rentals in Freehold. Matched pricing from previous year for bull ride and discounted cost of moon bounce as well. Cost for both is \$1,480. Invoice, Form W9 and Certificate of Insurance have all been submitted

Fire Safety Trailer has been confirmed. Need to finalize location.

Questions – Is power needed? Is this activity noisy (children yelling, smoke alarms going off)? If so – we need to keep a decent distance from stage area and pony rides/petting zoo.

MB to follow-up with It's Magic to see if they will be doing a performance this year.

Events:

Battle of the Chili – Elks (Yes)

Ducky Derby – Masons- Dave Babcock said they would do it again this year

Dragon Boats – Majestic Dragons – I will reach out for them

Fashion Show – Rise – I will reach out for them

Pedal Boats – Parks and Recreation

Car Show – Early Groendyke

Motorcycle Show – Tolbert Choppers – I will be meeting with Melissa and Todd to do a site visit once it's warmer.

Artist's Alley – Diana Lang

50/50 Raffle – Hightstown Fire Company – Chad Reed with talk with the ladies auxiliary

Bull Ride – Confirmed

Entertainment: No Report

Vendors: Dave has received a couple of applications so far.

Small discussion was had about our meeting with the borough and accepting online payments. The borough main concern was the committee receiving checks or money in the borough's name. The borough's online payment company at this time cannot accept online payments other than water/sewer and taxes.

Committee decides to open a checking account in the name of Hightstown Fair Committee so that we can accept online payments. The fair will run a lot smoother and be less taxing for the borough and committee.

Decorate the Borough:

150 Scarecrows and Cornstalks due to be out by September 14, 2013

Light Pole Banners (Date to be determined)

Safety: Chad Reed and I will meet with the police director to start the permit applications.

Volunteers: No report

Venue: Leave No report

Stage set up was corrected to October 9, 2013.

Date of next meeting: **April 17, 2013 at 7:00 p.m.**

Submitted by,
Victor Raczka, Chairman
Hightstown Harvest Fair