

St. Lucy's Church

THE NATIONAL SHRINE OF SAINT GERARD

118 Seventh Avenue

Newark, NJ. 07104

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www.saintlucy.net

Date: August 1, 2023

Dear Friends of St. Gerard:

This year we are celebrating the 124th annual feast of St. Gerard Majella at St. Lucy's Church in Newark, New Jersey. St. Gerard Majella is the patron saint of expectant mothers and woman trying to conceive. Visit our web site saintlucy.net for a pictorial view and history of our church and this great saint. Also check us out on Facebook *St. Lucy's Church the National Shrine of St. Gerard* or on Instagram *stlucysnwk*.

The feast will be held for four days this year. It will begin on Friday October 13, 2023, and end on Monday October 16, 2023.

To reserve a spot at our 2023 feast you are required to make a non-refundable payment of \$100.00 by September 16, 2023. Full payment must be made by Tuesday September 19th, 2023, at the vendors meeting which will be held in the Church basement, 118 7th Avenue, Newark, New Jersey 07104, at 7:00 PM. All vendors comments and concerns will be addressed at this **mandatory meeting**. Some vendors may be relocated.

The vendor's fee for a 10' x 20' spot will be \$1,250.00 and for a 10' x 10' spot will be \$750.00 plus \$300.00 for a 220v electrical hook up or \$250 for a 110v electrical hookup. **Portable generators are not allowed.** All payments should be made by money order or bank check payable to St. Lucy's Church. A self-address envelope is enclosed.

Vendor's Requirements:

- Any vendor who uses propane gas or charcoal for fuel must obtain a fire festival permit from the Newark Fire Department. Payment must be made by money order to the Newark Fire Department, which is located at 1010 18th Avenue, Newark, New Jersey 07104. If there are any questions pertaining to the fire festival permit, they should be directed to fire inspection office at 973 733-7495.
- All vendors are required to register with the City of Newark. This can be done at 920 Broad Street (City Hall) Room B17. The fee will be \$50.00 per day and payment must be made by money order.

- A record check by the Newark Police Department is required. This can be done Monday thru Friday between the hours of 8:30 AM to 1:30 PM. There is no fee for this record check.
- All food vendors must obtain a food vendors certificate from the City of Newark Health Department. They are located at 94 William Street, Newark, New Jersey 07102, (973) 733-7570. Their office hours are from Monday thru Friday between the hours of 8:00 AM to 5:00 PM.
- All vendors must submit by September 16, 2023, the Feast Reservation Form; \$100.00 spot reservation fee; their electrical usage; their feast menu which needs to be approved by the committee and a copy of their liability insurance.
- AS PER THE VENDOR'S AGREEMENT ALL VENDORS ARE REQUIRED TO SUBMIT A **CERTIFICATE OF LIABILITY INSURANCE** FOR THEIR STAND. THIS MUST BE SUBMITTED.
- At the vendor's meeting 1 parking pass per vendor will be supplied for 1 vehicle or trailer to be parked on the plaza in the designated vendor area. All passes will be issued to a single vehicle or trailer's license plate which will be on file with St. Lucy's Church and Security Personnel. **Please have the license plate of the designated vehicle with you or no pass will be issued.** Only 1 permit per vendor will be assigned as per Security protocol. If you are not in attendance at the vendor's meeting no vendor's permits will be issued.

The Committee asks the following:

- All stands are to be open for the entire length of the feast.
- No whips, liquid string or bomb bags are to be sold.
- No vehicles will be allowed into the feast area between the hours of 10:00 AM to 10:00 PM for safety reasons.
- No vendor will break down their stand before 10:00 PM. If a vendor must break down their stand for any reason they will do so after 10:00 PM. This again is for safety reasons.
- All vendors will be able to set up their stand on Thursday October 12, 2023, after 12 noon.

Parking:

Please note that on Thursday October 12th, Friday October 13th, and Monday October 16th, 2023, there will be no parking in the Church parking lot or the school lot, (school in session). Your cooperation will be greatly appreciated.

- **Thursday October 12, 2023** – Setup for vendors starting at 12 noon. There will be a mass for the Italian American Organizations at 7:00 PM.
- **Friday October 13, 2023** – the feast will open at 10:00 AM and close at 10:00PM. At 7:00 PM there will be a Blue Mass honoring Police, Fire, EMS, First Responders, and Correction Officers.
- **Saturday October 14, 2023** – The feast will open at 10:00 AM and close at 10:00 PM. There will be a procession at 2:00 PM.
- **Sunday October 15, 2023** - the feast will open at 10:00 AM and close at 10:00 PM. There will be a procession at 2:00 PM.
- **Monday October 16, 2023** - the feast will open at 10:00 AM and close at 10:00 PM. There will be a procession at 2:00 PM.

Enclosed please find:

- Feast Rental Agreement
- Fire Festival Permit form
- Feast Reservation form
- Self-address envelope

If you have any questions, please call

John Cataldo (973) 277-5935 or Gerard DiPopolo (973) 229-0093.

Sincerely yours,

Alan Genuario
John Cataldo
Gerard DiPopolo
St. Gerard Feast Committee

Enclosures

C: Rev. Paul Donohue, Pastor
St. Gerard Feast Committee