

Hampton Recreation Fall Festival



Fall Festival 2017 Vendor Application

Event Location: Hampton Park - PIT (behind the Municipal Building/Halsey Rd)

Event Date: Saturday, October 14th, 2017

Event Time: 1:00pm – 6:00pm

Set up Time: 11:00pm - 12:30pm (Please note the vendor area is approx~200 yards from parking lot. You will be permitted to drive your vehicle to the tented vendor area between 11am and 12pm to unload. After 12:30pm all vehicles will need to be parked in parking lot or designated area and any additional merchandise and/or display items will need to be walked in.)

Clean up Time: 6:00pm

Fees: \$25.00 for vendor space. – Additional \$10 if table is needed (indicate below). No charge for non-profit organizations however non-profits are asked to please bring your own tent for set up.

Please register no later than **October 6th, 2017**

VENDOR APPLICATION FORM

In returning this form, **I acknowledge and agree to follow the enclosed vendor regulations** to ensure the success of the event and safety for all concerned. The Hampton Township Recreation Committee has the right to refuse booth space at future events due to failure to follow the enclosed vendor regulations. If you intend on selling prepared foods, please fill out the food handler application also.

Please Print Clearly:

Business Name: _____

Address: _____

Contact Person: _____

Email: _____

Telephone: _____ Cell: _____

Description of Craft/Exhibit/Food/Activity: _____

Comments: _____

Tax Exempt Number (if you are nonprofit): _____

Number of Spaces needed, approx~10'long X 5'deep area (limit 3 per vendor): _____ X \$25ea

Number of 8 foot tables needed: _____ X \$10ea

Vendor Space (if not non-profit): _____ \$25

In addition to my vendor booth, I would like to make a donation in the amount of \$ _____ to help support the Fall Festival. Donations of any amount are appreciated & will go towards the supplies purchased.

Grand Total\$ _____

PLEASE NOTE: Depending on the type of goods or services you will be providing, Hampton Township may require a Certificate of Liability Insurance to be a vendor at township events. Please call 973-383-5570 for more information or questions.

Please make all checks payable to: Township of Hampton

Mail to: Hampton Township Municipal Building, 1 Rumsey Way, Newton, NJ 07860

Attn: Valerie Galizia 973-383-5570 * Fax 973-383-8969 * Email vgalizia@hamptontwp-nj.org

Official Use Only:

DO NOT WRITE IN THIS AREA: Received _____ Check # _____

Vendor Information, Instructions & Regulations:

Fees: Vendor & Table space is non-refundable. Any returned checks will be subject to a \$30 return fee.

Chairs, Tables & Electric: All vendors and organizations are responsible for supplying a table no larger than 9' x 3', if a table is needed an additional \$10 is required and noted above. Chairs will **NOT** be supplied, please bring your own chair(s). We are supplying a tented area for paying vendors, we are asking non-profit vendors to please bring your own tent. Due to the nature of the event there will be no electric offered.

Parking: No vehicles of any kind will be permitted to park in the main park recreation area or in the entry/exit driveways. Authorized ambulance rigs and fire trucks are the only exceptions. Vendors must be parked in the parking lot by the DPW garage or another area that will be designated by the recreation committee. You will be allowed to pull into the park recreation area to unload your vehicle between the hours of 11am and 12:30pm, after which vehicles must be parked in the parking lot or designated area. Please only drive in and unload, do not leave your car in the park while you are setting up, you will be asked to move it.

Set up/Disassembling: You may arrive at 11:00am to start to set up your booth. Booth set up needs to be completed by 12:45pm. The Fall Festival begins at 1:00pm and will end at 6:00pm.

All organizations, vendors, crafters, etc. are expected to completely clean their area before leaving; this includes removing all garbage, and disposing of it.

Unpermitted items: Magic Ink, Stink Bombs, Caps, Smoking Candy Cigarettes, Silly String, Live Animals, Any Aerosol Spray, Water Guns, Fire Crackers

I have read the application and agree to all the conditions.

Name: _____

Signature: _____

Date: _____

Any Questions regarding this event please call or email:

Valerie Galizia

vgalizia@hamptontwp-nj.org or call 973-383-5570.

When completed please return the form along with your check to:

Valerie Galizia

1 Rumsey Way

Newton, NJ 07860