



Hampton Day 2018 Vendor Application

Event Location: Hampton Park - **PIT** (behind the Municipal Building/Halsey Rd) –
1 Rumsey Way - Newton, NJ 07860

Event Date: Saturday, June 2nd, 2017

Event Time: 3:00pm – Dusk

Set up Time: 12:00pm - 2:00pm (Please note the vendor area is approx~200 yards from parking lot. You will be permitted to drive your vehicle to tented vendor area between 12pm and 2pm to unload. After 2pm 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: 8pm, all vendors will need to be completely packed & cleaned up.

Fees: \$25.00 per vendor space 10' x 4' (max 3 spaces) – Additional \$10 per table if table is needed. Do not bring more than one 9' x 3' table/rack per paid space. You will be told to pack up your additional table(s). **NO Chair's** are supplied – please bring your own chair(s). In the event the main vendor tent(s) reach max capacity you will be notified and will have the option to set up a pop up tent just outside the main vendor tent.

Non-Profit Organization:

No charge for non-profit organizations – **PLEASE NOTE:** All paid spaces will be placed under the tented area first. -- **NO guarantee** that non-profits will be under main tent. -- Non-profit's may be subject to supply there own pop-up tent to be set up outside the main vendor tent.

Please read this application in its entirety and
turn in your registration no later than
May 18th, 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 4'deep area (limit 3 per vendor): _____ X \$25ea

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

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

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

Offical Use Only:

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

Vendor Information, Instructions & Regulations:

Fees: Vendor space & Table rental fees are 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). DO NOT** bring more than one table per space that you paid for. You will be told to pack up your extra table(s). We are supplying a tented area for vendors, however due 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 12pm and 2pm, 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 12:00pm to start to set up your booth. Booth set up needs to be completed by 2:45pm. Hampton Day begins at 3:00pm and will end after the fireworks display. There are no lights through the park other than the pavilion and the main baseball field, which will be shut off prior to the fireworks starting. Please make sure you are completely packed & cleaned up by 8:00pm. The gated vehicle entrance should be closed during the event. For safety purposes all vendors will be told when it is ok to begin pulling cars in for loading, **PLEASE** do not bring vehicles in without permission.

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

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: _____

Please keep a copy of the all the above information for your own record

Any Questions regarding this event please call or email:

Christina Doone

973-738-3480

cdoone@hotmail.com

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

Valerie Galizia

1 Rumsey Way

Newton, NJ 07860