

VENDOR/EXHIBITOR PROSPECTUS

The Township of Edgewater Park invites you to participate as a vendor/exhibitor at our Community Fall Festival to be held on **Saturday, October 17, 2015 from 11:00am to 4:00pm (set up at 9am)**. This event will be held at the Magowan School located at 405 Cherrix Avenue, Edgewater Park. This will be a great opportunity for you to promote your business, organization, or service, sell your crafts and delight the community with your tasty cuisine.

Vendors Needed:

- Arts and Crafts
- American cuisine and international food, arts and crafts, music and more ...
- Direct Sales Vendors
- Entertainment needed – music, magicians, clowns, face painters and more ...
- Non-profit vendors
- Exhibitors

RULES & REGULATIONS

Vendor/Exhibitor spaces must be reserved by completing the enclosed Registration Form. Registrations are accepted via mail and spaces are available on a first come / space available basis. Registration deadline is September 18, 2015. No registration will be accepted after the deadline unless additional space is available. A late registration fee of \$10 will be applied to each space.

The Vendor/Exhibitor spaces are sold in increments of 10'x10' spaces @ \$25.00 per space. Multiple spaces are permitted. This is an outdoor event so vendors/exhibitors are required to provide their own tent/canopy, table and chairs. Tents/canopies must be staked or weighted securely and anchored on all four corners. Anyone utilizing tents are required to provide proof of insurance and shall be required to submit a certificate of insurance naming the Township of Edgewater Park and the Edgewater Park Board of Education as additionally insured (item #2 on the "2015 Vendor/Exhibitor Registration Form" shall apply..

Displays may not extend beyond the outside of your allotted space(s). No additional tables or displays are permitted in the right-of-way. Please consider this when deciding whether a single or double space will best suit your needs.

Vendors/Exhibitors must supply their own trash bags which can be left tied up in the parking lot next to the school building's side entrance.

TERMS AND CONDITIONS

- \$25.00 fee is due and payable with the Registration Form by September 18, 2015
- Vendors / Exhibitors keep all profits and proceeds from their sales
- Fees are non-refundable
- Set-up begins at 9:00 am. Breaking down early is not permitted
- Vendors / Exhibitors are responsible for the set-up and clean-up of their space(s)
- A Committee reserves the right to refuse any application that is deemed unsuitable for the venue. If your application is not accepted, your fee will be returned. Please make sure that you include a self-addressed stamped envelope with your registration.
- If your application is accepted, there will be NO REFUNDS for cancellations due to illness, accident or weather.

- No loud music is permitted.
- Spaces for food vendors are available and are assigned on a first come / space available basis. It is the responsibility of the food vendor to secure approval for their Burlington County Board of Health, Food Handler's, Electrical and Fire permits, if applicable. Anyone utilizing electricity and/or a generator will require an electrical permit and inspection.
- A Committee reserves the right to approve the sale of any particular food or beverage, so there is no duplication among other vendors. The sale or service of alcoholic beverages is prohibited.
- Any food vendor using a grill MUST have a fire extinguisher on-site at all times and conform to all local and state fire and health codes.
- No dumping of coolers or containers of liquid will be permitted. Please contain and dispose of all liquids off-site.
- No solicitation is allowed. Brochures for non-profit organizations may be made available on their table.
- A Committee will assign the Vendor / Exhibitor location

Additional Resources:

- Township of Edgewater Park @ 609.877.2050
- Edgewater Park Community Fall Festival Event Contact @ communityday@edgewaterpark-nj.com
- Township of Edgewater Park Office of the Fire Official @ 609.877.8812
- Township of Edgewater Park Board of Health Department @ 609.877.2050, Ext. 321
- Vendors requiring insurance ~ all vendors may not have insurance; they may be able to apply it towards their homeowner's insurance or Burlington County Municipal Joint Insurance Fund (JIF) also has a portal in which people can apply for insurance through the TULIP Program @ www.burlcojif.org (look for TAB labeled "coverage")