



DUNELLEN HARVESTFEST

SPONSORED BY THE DUNELLEN DOWNTOWN MANAGEMENT ORGANIZATION

VENDOR APPLICATION

Thank you for your interest in participating in the 3rd Annual Dunellen HarvestFest on Sunday, October 11, 2015, sponsored by the Dunellen Downtown Management Organization (DDMO). The event will take place in Washington Memorial Park located on North Washington Avenue between Dunellen Avenue & First Street.

Complete the application below and return it, along with a check for the appropriate fee, to us for review and approval. Checks will not be cashed until you have been approved. Incomplete applications, or applications submitted without the appropriate fee will not be considered. Dunellen business owners and residents, as well as those vendors selling handcrafted items, will receive first consideration. Non-craft/food vendors must have a physical location within five miles of Washington Memorial Park.

Please print or type:

| | |
|-------------------------------|--|
| Applicant Name: | |
| Business Name (if applicable) | |
| Street | |
| City | |
| State | |
| Zip | |
| Phone | |
| Fax | |
| Email | |

Description of merchandise/display

The list of products you plan to sell must be specific. Words such as "accessories," "food," "drink," etc. are not acceptable.

Description of generator to be used if applicable

Initial ____

Rules & Regulations

Space

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| All spaces are 10' wide x 10' deep. Vendors must fit within this space. Multiple spaces may be requested at the time of application. If Vendors are unable to fit into the space, they will be asked to remove merchandise until it fits in the assigned space. |
| Tables, chairs, racks and display material are the responsibility of Vendors and are not provided by Sponsor. |
| THE EVENT WILL BE HELD RAIN OR SHINE. However, in the unlikely event of excessive rain, or other emergency, the event will be cancelled and not rescheduled. There are no refunds or credits in the event of cancellation. Sponsor is not liable for any damage (financial and otherwise) caused by the cancellation of the event. Potential causes of cancellation include: war or insurrections, public enemy, local or regional civil disturbances, strikes, fire, the authority of law, act of God, inclement weather, or for any cause beyond Sponsor's control. The event may not be held if, in the sole opinion of Sponsor, there exists a threat of unsafe conditions or if conditions are deemed unsafe. Vendors are advised to come prepared for inclement weather: tarps, plastic covers, etc. |
| Canopies must be securely weighted down. Stakes are not allowed in areas that are on black top or concrete; only weights to secure canopies/tent are permitted. |
| No electricity will be supplied. Vendors may bring generators (<i>only quiet ones allowed</i>). Connecting to street lamps not permitted. |
| Vendors are to have attractive and clean cloth covering their tables to the ground, or other suitable professional display. No boxes, extra merchandise or debris should be visible. Space must remain neat and in good order while selling. |
| Space sharing is not allowed without written permission from Sponsor. |
| Vendors agree to remove all boxes, paper and trash belonging to them upon vacating their space and to keep the space neat in appearance and in good order while selling. |
| If Vendors plan on sponsoring a game or other activity that may affect the adjoining participant's booth space and/or their items, a protective shield must be provided (i.e. tarp, shower curtain). |
| Vendors will be placed in spaces that benefit both Vendors and HarvestFest. All assignments are final. |
| Vendors agree to remain until closing time of event. |

Products Being Sold or Promoted

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| The sale of any counterfeit products or any other items that are illegal to sell in New Jersey is PROHIBITED. Also prohibited as sale articles and prizes are water guns, pea shooters, "Silly String," caps or cap guns, and confetti, knives, box cutters, streamers, sparklers, bomb bags, stink bombs, snappers, fake or real cigarettes, pornographic material. Cigarette lighters are not to be sold to minor children (under 18 years of age). |
| No garage sale merchandise is permitted. Vendors displaying such merchandise, in the opinion of Sponsor, will be asked to remove the merchandise. |
| The awarding of live animals as prizes is prohibited by law. |
| Sponsor reserves the right to refuse rental space to any Vendor upon their discretion and reserves the right to exclude any merchandise from the event for any reason at any time. |
| Vendors are subject to fire and health inspection and are required to comply with all applicable rules and regulations. |
| Collection and payment of sales tax and maintenance of product liability are the responsibility of Vendors. |
| If Vendors use helium tanks, the tanks must be safely anchored in a vertical position in the booth area so they do not tip over. |
| There is no exclusivity. Sponsor reserves the right to limit the number of Vendors who sell certain merchandise at the event. |
| Vendors using open flame cooking must be equipped with at least one ABC fire extinguisher (minimum 5 lbs.). If tabletop cooking is done, 5/8" sheetrock must be under cooking area. |

Initial _____

Set Up

Set-up will begin at 8:00 am. Vendors must be set up by 9:45 am.

Vehicles may be temporarily parked near Vendors' space for unloading and reloading but must be parked in designated Vendor parking area during event. Vendors must remain open until closing time of event.

Vendors agree that should an accident occur within Vendors' space caused by Vendors' display or debris left by Vendors, Vendors will be held liable in case of an accident. Vendors agree to hold harmless Dunellen Downtown Management Organization, its members, event volunteers, the Borough of Dunellen, its elected officials and employees from any liability resulting from such accidents.

Vendors agree to hold harmless Dunellen Downtown Management Organization, its members, event volunteers, the Borough of Dunellen, its elected officials and employees, for any merchandise left unattended for any reason at any event at any time.

Vendors agree to indemnify, defend, protect and hold harmless Dunellen Downtown Management Organization, its members, event volunteers, the Borough of Dunellen, its elected officials and employees for any personal injury to himself/herself and his/her associates, for any property loss or damages of any nature suffered by any person as a result of the operation of the above mentioned by the Vendors and especially to the attendees while within Vendors' space or caused by Vendors. Vendors may not assign their contract for exhibit space or permit any other person to use part of such space.

Upon acceptance as a Vendor, you will receive an informational packet with instructions for the event.

Questions regarding the event can be directed to dunellenmanagement@dunellenborough.com E-mail is the preferred method of communication to ensure prompt response. Once you are confirmed as a Vendor, there will be no refunds.

Make Checks payable to:

Mail the completed application and check to:

**Dunellen Downtown Management Organization
Dunellen Downtown Management Organization
c/o Boro Clerk
355 North Avenue, Dunellen, NJ 08812**

2015 Vendor Fees

Please check the appropriate fee below. If you wish to purchase multiple spaces, indicate so.

| # of spaces | Description | Fee/space |
|-------------|--------------------------------------|---|
| | Merchandise, Craft, Art, Display etc | \$30/ one space (10'x10') |
| | Food | \$150 (up to 10'x20') <i>Exclusivity of food items will be given to the first paid vendor.</i> |
| | <u>Dunellen</u> Non-profit | Complimentary (10'x10', space permitting) |

Amount due: _____

I have read the rules and regulations for the 2015 HarvestFest and wish to be considered as a Vendor. I have completed this application in its entirety and submitted the appropriate check for the space(s) I wish to reserve. I understand that I will receive confirmation once my application is reviewed and approved by the Dunellen Downtown Management Organization.

Signature: _____

Print Name: _____

Date: _____