

# Upper Deerfield Community Day Arts & Crafts - Business Display Food Vendor Registration Form

Event is held behind the Municipal Building -1325 Highway 77, Seabrook, NJ

Saturday, April 29, 2017, from 10 am to 4 pm.

Rain date is Sunday, April 30, 2017 from 12 pm to 4 pm.

**VENDOR SPACES** are not confirmed until payment is received at the Municipal Building. Craft and Business Fees are **\$25.00** if paid by April 21, **\$35.00** after April 21. Your cancelled check is your confirmation receipt, you will not receive any other notification. Only registered non-profit organizations will be provided a space at no charge to hand out literature or provide information. Please provide non-profit certificate with application. **(There are No Refunds)**

**10' x 10' Space:** Vendor provides their own canopy which needs to be weighted down as this year the canopy tents will be on an asphalt surface. Space is limited and subject to availability. **OR**

**8' x 5' Space:** under Township Tents are available for Businesses & Non-Profit Organizations who wish to provide information or hand out literature. Sale of items is prohibited. Space is limited and subject to availability.

**ALL VENDORS must provide their own table & chairs.** We do not provide electricity. We do allow multiple vendors from each direct sales company (you may ask if another vendor is registered). If a vendor needs multiple display spaces the registration fee is proportional to the amount of space required.

**Prohibited Items:** include items that are deemed a nuisance or a public safety concern such as but not limited to: silly string, disappearing ink, hair spray coloring, plastic weapons, snap pops, poppers, fake cigarettes, stink bombs or any other destructive item. The Community Day Event Committee will inform the vendor based on items identified in their application or will require vendor to stop selling the merchandise the day of the event if it is deemed inappropriate.

**SETUP:** 7 am to 9:30 am for Saturday and 9 am to 11:30 am for Sunday our rain date.

Due to safety precautions, **vendors will not be allowed to drive their vehicles to the Arts & Crafts and Business Display area between the hours of 9:45 AM and 4 PM.**

**RAIN DATE:** In the event of or forecasted in climate weather please provide an email address on your registration form and you will be notified before 6 am Saturday, if Community Day has been changed to the rain date. Information will also be posted on the Township Website – [www.upperdeerfield.com](http://www.upperdeerfield.com)

**FOOD VENDORS - \$50.00** per major food item - Must have insurance certificate for day of event and rain date showing Upper Deerfield Township as an additional insured, provide copy of New Jersey Sales Tax Certificate or proof that the organization is registered as a non-profit organization. Cumberland County Health Dept Application & Certificate is required and responsibility of vendor. The vendor fee will be waived for registered non-profit organization. The Committee will not allow duplication of major food items. Food Vendors must arrive between 7AM and 8:30 AM for Saturday and 9 AM to 10:30 AM on Sunday.

**Vendors arriving after 8:30 AM may not be located with the other food vendors.** Registrations received after April 14<sup>th</sup> will be charged a late fee of \$25 per food item.

Please fill out the form below and make checks payable to Upper Deerfield Township Recreation Trust and mail your check with the registration form to:

Township of Upper Deerfield  
1325 Highway 77  
Seabrook, NJ 08302

For more information on craft or business spaces please contact Cindy at 856-455-3121

For more information on food vendor spaces please contact Carol at 856-451-3985

# Upper Deerfield Community Day Food Vendor Registration Form

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Car License Plate: \_\_\_\_\_

Food Items \_\_\_\_\_

\_\_\_\_\_

Vendor will use a 10' x 10' Canopy: \_\_\_\_\_

Vendor will bring a trailer: \_\_\_\_\_ If Yes, what size \_\_\_\_\_

Which side will you be serving out of looking at hitch \_\_\_\_\_

Electrical Requirements \_\_\_\_\_

(Township will have one 20 amp breaker available)

Amount Enclosed: \_\_\_\_\_

**FOOD VENDORS - \$50.00 per major food item.** Vendor space is not confirmed until payment is received at the Municipal Building. Your check is your space confirmation receipt. Registrations received **after April 14th** will be charged a **late fee of \$25** per food item.

Vendors cooking with propane, gas or an open flame may be required to obtain a \$42 inspection permit from the Fire Safety Official to operate. These vendors will be required to have a current fire extinguisher.

Cumberland County Health Department Certificate and Application required. County may impose their own fee for the day.

Insurance Certificate required showing Township of Upper Deerfield as an additional insured for the days of Community Day and the rain date.

Provide Sales Tax Certificate or Non-Profit Certificate

**For more information on food vendor spaces contact Carol at 856-451-3985**