

Home for the Holidays 2019

Saturday, December 7, 2019

Main Street, Succasunna - Township of Roxbury

11 AM - 4 PM

Vendor/Crafter/Food Truck Registration Form

Early Discount Registration Due—Monday, September 30, 2019

Registration Form & Payment Due—Friday, November 1, 2019

Vendor Business Name:	
Contact Name:	
Full Mailing Address:	
Email:	
Business Phone:	
Cell Phone:	
Type of Booth & Description of Products/Service/Food Set-up dimensions	
Website and/or Facebook Page address	

Festival Information and Requirements: *Please read carefully*

- This is a holiday-themed family event designed for crafters and vendors selling goods for the gift-giving season. Commercial vendors (contractors, real estate agents, window/gutter dealers, etc.) that are applying to participate are encouraged to have a family-friendly holiday theme at their booth. ***The vendor with the most festive booth (judged by a panel of judges including the Mayor) will win a free booth at next year's event.*** The planning committee reserves the right to decline any vendor application deemed inappropriate for this event.
- Applications (and all required documents for food vendors) must be received back with applicable fee **payable to Township of Roxbury** no later than Friday, November 1, 2019.
- The entire application must be filled out (2 pages).
- **Food trucks/food vendors must include with registration form:** (1) Current Certificate of General Liability and Auto Liability Insurance (minimum \$1,000,000 limits) naming Township of Roxbury & Succasunna United Methodist Church as Additional Insureds on a primary and non-contributory basis, (2) Roxbury Fire Prevention Bureau Fire Safety permit application, (3) Roxbury Health Department application for Temporary Food/Drink License, and (4) current Food Handler's License/Health Inspection
- Vendor booth space is 10 X 10 (except for food trucks). Vendors must provide your own tent, table(s) & power source (if required). No electric is available. No generators are allowed (except for food trucks – please provide details). No propane heaters under tents (per Fire Official). Tent must be secured (no stakes) so as not to blow.
- Each applicant will receive a confirmation after receipt and acceptance of their application. **This event will occur rain, snow or shine so be prepared!** No refunds if cancelled.
- Only one vendor representing a business/franchise (i.e. Origami Owl, Mary Kay, etc.) may participate at the event on a ***first-paid-first-accepted*** basis.

Vendors:

- Vendor must check in and setup **no earlier** than 9:00AM. Vendors arriving after 10:00AM may forfeit their

pre-assigned location and be assigned an alternate location. Booths must be set up no later than 11:00 am and remain open until 4:00PM.

- Vehicles will not be allowed in the Event area after 10:30AM without permission of an Event Official and all vehicles must be removed from the Event grounds by 10:30AM. Vendors will have from 4:00PM to 5:00PM to pack up and exit the Event area. No vehicles will be allowed on the Event grounds before 4:00PM for removal of vendor's property.
- To prevent an accident or injury, any vendor wishing to leave early **MUST** notify an Event Official. With the Official's permission, booths can be packed up and "walked out."
- Vendors are responsible for leaving the Vendor area in the condition that it was prior to the Event, i.e. removal of all debris such as boxes, containers and trash.
- No unattended vehicles may be left on the Event grounds the night before or after the Event.
- Food vendors/trucks are subject to regulations of/inspections by Township's Health Dept. and Fire Prevention Dept. the morning of the event.

Insurance Waiver: Roxbury's Home for the Holidays reserves the right to refuse any vendor application. The Vendor shall defend, save and hold harmless the Township of Roxbury, Roxbury Home for the Holidays event, First Presbyterian Church of Succasunna, Succasunna United Methodist Church, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by the Township of Roxbury, Roxbury Home for the Holidays event or any sponsoring agents. Exhibitors must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care and maintenance of exhibitor's property.

ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY. Food trucks are required to have liability coverage – see page 1 of form.

Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this contract. Return both pages along with payment (**payable to Township of Roxbury**) to:

Signed: _____

Date: _____

Return this form no later than **Friday, November 1, 2019** to:

Township of Roxbury
Attention: Michele O'Halloran
1715 Route 46
Ledgewood, NJ 07852
(973) 448-2002
ohalloranm@roxburynj.us

	Registration Due 11/1/19	Early Discount Deadline 9/30/19
Non-Profit	\$0	\$0
Returning Vendor (from 2018)	\$20	\$20
Vendor	\$25	\$20
Food Truck	\$100	\$75

Registration fee is non-refundable

Please make check payable to: Township of Roxbury

Free Admission to the public.

All day entertainment, horse-drawn carriage rides, great food, kid's games and contests!
Facebook: Home For The Holidays Roxbury NJ (like/follow, share page/event to help promote!)