

Home for the Holiday 2016

Vendor Registration Form

Saturday, December 3, 2016

Main Street, Succasunna

11 AM - 4 PM

Vendor Registration Due—November 7, 2016

Early Application Discount Registration Due—October 3, 2016

Vendor Name:	
Contact:	
Address:	
Email:	
Business Phone:	
Cell Phone:	
Type of Booth & Description of Product/Service	

Festival Information and Requirements: *Please read carefully*

- Applications should be sent no later than Monday, November 7, 2016
- The entire application must be filled out (2 pages).
- Booth space is 10 X 10.
- Vendor must provide your own tent, table(s) & electrical power source (if required).
- Provide and attach a detailed description of your booth items on the form and, if possible, attach photos of sample items.
- Each applicant will receive a confirmation letter in the mail with a map and directions after receipt and acceptance of their application. This Event will occur rain, snow or shine so be prepared!

Vendors:

- Vendor to 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 must provide all proof for required permits and licenses from appropriate authority.

Electricity: Vendors must supply their own source of electrical power.

Insurance Waiver: The Roxbury Home for the Holiday reserves the right to refuse any vendor application. The Vendor shall defend, save and hold harmless the Township of Roxbury, Roxbury Home for the Holiday event, 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 Holiday 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.

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 to:

Signed: _____ Date: _____

Return this form no later than **Monday, November 7, 2016** to: Township of Roxbury
Attention: L. Bryant
1715 Route 46
Ledgewood, NJ 07852
(973) 448-2002
bryantl@roxburynj.us

Free Admission to the public.
All day entertainment, kid's games and contests.

	Registration 11/7/16	Early Registration 10/3/16
Non-Profit	\$0	\$0
Vendor	\$25	\$20
Food Truck	\$100	\$75

Registration fee non-refundable