

BARNEGAT TOWNSHIP

Recreation Department

900 West Bay Avenue
Barnegat, New Jersey 08005
609-698-0080 EXT. 130
FAX 609-698-3543
sirwin@barnegat.net

August 15, 2011

To Whom It May Concern:

Please join us for the Third Annual Barnegat Township **Halloween Fall Festival** on October 22, 2011. This event has really become a special treat for the children in our community. We are looking for vendors who will sell food or provide a service for families.

Vendors interested in promoting their business and/or services **must** offer a free Halloween or fall activity for the children (excludes food vendors).

If you are interested in participating in the excitement, please mail in or drop off your packet by September 23, 2011.

Barnegat Recreation
900 West Bay Avenue
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Packets should include the following items:

- ◆ Registration Form
- ◆ \$25.00 Check (waived for non-profit vendors)
- ◆ Hold Harmless Form and/or Certificate of Insurance
- ◆ Health Certificate from NJ Health Department (food vendors only)

We will send you a confirmation letter once you have been approved. We look forward to sharing this eventful day with you!

Thank you,

Staci Irwin

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Recreation Department Halloween Fall Festival 2011



Saturday, October 22, 2011
11:00am – 3:00pm
Fee: \$25.00 per 10 x 12 space
(Waived for Non-Profit Vendors)

PLEASE PRINT:

Business Name: _____ Contact's Name: _____

Address: _____ City/State/Zip _____

Phone _____ Fax: _____

Email: _____ Cell: _____

Items to be sold: _____

Free Activity or Game for Children (vendors not selling food): _____

Do you need electricity (electricity is limited and not guaranteed): _____ Number of 10 x 12 spaces: _____

Tables, chairs, and tents are not provided.

Required with application:

- Certificate of Insurance and/or Enclosed Vendor Hold Harmless Agreement
- Health Certificate from NJ Health Department (Food Vendors Only)
- \$25.00 check made out to Barnegat Township

I agree to be open during all hours of the event, not to sell prior to one o'clock and to remain open for business until 5pm. I will not break down early. I will offer for sale only the items listed above. I understand that Barnegat Recreation is not responsible for providing tables, chairs, or tents. I will keep my area neat and clean during the event and make sure it is clean when I leave. I understand that all decisions made by the Township of Barnegat and its officials are final. There are no refunds and failure to abide by the rules could terminate my relationship with the Township and any future involvement in events it has planned. Checks returned for insufficient funds will pay an additional \$35 bank Charge to the Township.

Signature: _____ Date: _____

HOLD HARMLESS AGREEMENT

BETWEEN the Township of Barnegat

AND

Organization Name and/or Individual

Address (Not Post Office Box)

Cell and Telephone #

Organization Type (Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity)

In consideration of participating in
Barnegat Township's Halloween Fall Festival
on **October 22, 2011,**

the undersigned agrees to indemnify and hold the Township of Barnegat and its officers, agents and employees harmless from any and all liability, claims, costs and Attorney's fees arising out of the use of the property referred to above. I understand that this Hold Harmless also requires that the Township of Barnegat is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor, or other person attending the event herein referred to. Unless waived in writing by Township of Barnegat, I agree to furnish a Certificate of Insurance specifically naming the Township of Barnegat, as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$ 1,000,000.00.

Signed this _____ of _____ 2010 as
Date Month

the binding act in deed of _____
Name of Organization/and/or Individual

Authorized Signature

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Halloween Fall Festival Vendor Rules

October 22, 2011

**Vendors MUST arrive and set-up
between 9:30am & 10:30pm**

Responsibilities of Vendors:

- A maximum of 20 minutes is allowed to unload your vehicle. No tents can be set up until your vehicle is moved out of the event area.
- Vendors must supply their own tables, chairs, tents or other display equipment.
- All garbage, cardboard or unsold items must be removed by the vendor.
- Electric is provided only if requested in advance. If you requested an electric, the hook-up could be a distance from your booth. **Please be prepared with extension cords.**
- Merchandise, displays, & equipment must be kept within the confines of the vendor's space.
- Access to the vendor's area for break down will not allowed until 5:00pm.

In the chance of rain, we will relocate the event to the Barnegat Community Center located behind Town Hall on West Bay Avenue. Someone from Recreation will contact you directly via phone.