

# Jamesburg Fall Festival Registration Form

West Railroad Ave  
Saturday, October 20, 2018  
12 NOON-5:00 PM  
Rain Date: Sunday, October 21, 2018

Dear Fall Festival Vendor,

This year's Festival will be held on Saturday October 20th from 12-5 PM along West Railroad Avenue from Church Street to Grand Street in front of the Elks of Jamesburg. There are **NO ASSIGNED SPOTS**. Vendors must sign in at the Registration Area located on the corner of W. Railroad Ave. & Church Street (across from the PNC Bank). Vendors are highly encouraged to arrive early for a good spot. Tables & garbage bags/receptacles must be supplied by each vendor. **Fees are non-refundable.**

Please check off the size of the table you will be using. Prices are noted next to the table size.

Standard Table (10' X 10') \_\_\_\_\_ \$25.00 (\$30 the day of)  
Double Table (20' X 10') \_\_\_\_\_ \$35.00 (\$40 the day of)  
Triple Table (10' X 30') \_\_\_\_\_ \$45.00 (\$50 the day of)

**Briefly describe goods or services to be sold or given at the event:**

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**Children's novelties, franchisees, food & independent brand representatives- please be specific on the merchandise or services you provide (for example: Scentsy, Avon, sand art, types of toys/novelties, crafts, hot dogs, funnel cake.) As this is a fundraising event for Jamesburg Recreation we will not turn any vendor away, but we do want all of our vendors to do well and provide variety to their potential customers**

Vendor/Contact Person \_\_\_\_\_  
Cell/Phone \_\_\_\_\_  
Organization \_\_\_\_\_  
Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Email \_\_\_\_\_

Please complete all (3) pages that are attached (Registration Form, Event Rules & Regulations, Waiver of Liability). Submit all (3) completed forms with your CHECK OR MONEY ORDER made out to JAMESBURG RECREATION (note Fall Festival on the bottom of the check/M.O.) Drop off or mail by October 15" to the Jamesburg Borough Hall, 131 Perrineville Road, Jamesburg, N.J. 08831 Attn: Samantha Rampacek or Shannon Spillane- Public Events. Phone Number: 732-343-2034 email: jamesburgevents@gmail.com Entries received after October 15 add \$5 to table fee.

### **Food Vendors (Permit \$10.00-Separate Check, payable to Jamesburg Borough)**

All food vendors are required to obtain a Temporary One Day Food Handler's License at the Jamesburg Borough Hall (Fee: \$10.00)- 131 Perrineville Road, Jamesburg, NJ 08831. A copy of the Middlesex County Health & Regulations will be provided to you at the that time. Bring your permit with you on the day of the event.

### **Open Flame Grill: (Permit \$54.00-Separate Check, payable to Jamesburg Borough- Fire Prevention)**

Vendors must obtain a Permit from Brian Wright, Jamesburg Fire Inspector at the Jamesburg Borough Hall. The fee is \$54.00. Jamesburg Borough Hall, 131 Perrineville Road, Jamesburg, NJ 08831

# Jamesburg Fall Festival

Saturday, October 20, 2018

12:00-5:00 PM

(Rain Date: Sunday October 21, 2018)

## EVENT RULES & REGULATIONS

- 1.) Vendors must report to the Registration Table located on West Railroad Ave. & Church St. (In front of the PNC Bank.) Vendors may begin to arrive and check in at 8:30 AM and set up on West Railroad Avenue between Church & Front Streets.
- 2.) There are NO ASSIGNED VENDOR SPOTS vendors it is highly recommended to arrive promptly for a good spot.
- 3.) Vendors may bring their cars early to unload their goods but then must move their cars out of the booth area and park on a side street. Event coordinators will assist if necessary. NO UNAUTHORIZED VEHICLES ARE PERMITTED, INCLUDING GOLF CARTS, POWERED SCOOTERS OR POWERED BIKES. Only emergency vehicles and event staff will be authorized to drive on West Railroad Ave. during the event. West Railroad Ave. will be closed to thru traffic at 11:00 a.m.
- 4.) All vendors must comply with the terms set herein as part of the agreement for the event. Failure to comply will result in immediate termination of the booth and forfeit of any and all fees at the discretion of the event coordinator.
- 5.) Each vendor will provide their own tents, tables, chairs, garbage bags or other fixtures & displays. If you need assistance, the event coordinators will be on hand to help.
- 6.) Vendors must leave their table area clean of garbage during and after the event.
- 7.) **The sale of any black powder or gunpowder use devices is prohibited. This included caps, poppers or any type of explosive device or firearm.**
- 8.) All paperwork (including Check or Money Order made out to the Jamesburg Recreation) must be completed & mailed or dropped off at the Jamesburg Borough Hall; 131 Perrineville Road, Jamesburg, NJ. 08831 Attn: Samantha Rampacek or Shannon Spillane- Public Events by **Monday October 15, 2018**. Registrations received after October 16 add \$5 to the table price.
- 9.) Vendors may also pay the day of the event by going directly to the registration table located on West Railroad Avenue & Church Street (in front of PNC Bank.) Add \$5 to table price.
- 10.) **PLEASE NOTE: THERE WILL BE NO REFUNDS AFTER YOUR CHECK/MONEY ORDER HAS BEEN RECEIVED.**
- 11.) Required Paperwork:
  - Registration Form (Table size on the form)
  - Event Rules & Regulations
  - Waiver of Liability (Hold Harmless Agreement)
  - Appropriate food handlers license/ Open Flame Permit obtained from the Jamesburg Borough Hall
  - Registration Fee: Check or Money Order made out to Jamesburg Recreation (print "Fall Festival" on the lower portion of the Check or Money Order)

**Food Handlers License \$10.00 (Separate Check, payable to Jamesburg Borough)**

Please see attached Registration Form for details

**Open Flames Grill Permit \$54.00 (Separate Check, payable to Jamesburg Borough)**

Please see attached Registration Form for details.

**Jamesburg Fall Festival**  
**Saturday October 20, 2018**  
**Rain Date: Sunday October 21, 2018**

**Waiver of Liability hold Harmless Agreement**

I, the undersigned individual, do hereby certify that I nor Iny heirs, successors, assigns, family or employees, etc. will in any way hold the Jamesburg Fall Festival Comlnittee, Jamesburg Recreation or the Borough of Jamesburg or any of its agents or representatives liable for any damages, accidents, losses or injuries that may occur during the event that I am voluntarily becoming a registrant.

I further understand that the above-named entities are only providing a place for individuals, organizations or companies to sell their commodities or services and it not guaranteeing the sale, quality or condition of these commodities or services.

I understand that the above names entities are not responsible for collection of any funds owed to me for any of Iny accounts of the individuals to which choose to market my product or services.

I agree to be responsible for any clean up, damage, accidents or injuries caused by my actions or my products and/or any equipment and the same for those assisting me during the event.

This waiver is only in effect during the Jamesburg Fall Festival on Saturday October 20, 2018 or the rain date Sunday October 21, 2018 from set up until tear down.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINTED NAME** \_\_\_\_\_