



Saturday 9/24/22 10 am to 3:00 pm (Rain Date – Sunday 9/25/22 10 am to 3:00 pm)

Registration Form

Please Print Clearly

Contact name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred Method of Communication (Select one):  Email  Phone  Text

Description of your main type of craft/art work: \_\_\_\_\_

Any special conditions we should be aware of: \_\_\_\_\_

Are you a new vendor to this event?  YES  NO

Did you participate in any of our events last year?  YES  NO

Are you a non-profit organization  YES  NO Non-Profit Tax # \_\_\_\_\_

Please note you must be at your booth during all posted hours. Please check all that apply. Cancellations after 9/14/22 will incur a 50% fee. Please check all that apply.

Note\*\*\* Your merchandise/products must fit within the space you paid for. This includes side stands or side racks. ALL materials must fit in space you have selected. Spaces are based on a first come first served.

Space size: 10' x 12' - \$35.00: \_\_\_\_\_ Double space: 10' x 24' - \$55.00: \_\_\_\_\_

Food vendor: \$150.00 \_\_\_\_\_

Initial that you have read each of the following:

\_\_\_\_\_ I understand if I am a food vendor (either commercial, limited permit, or home baker), I must comply with County Board of Health Department and Main Street Williamstown Arts Festival requirements and regulations. Every vendor is required and responsible to follow all local, State and Federal requirements and regulations.

\_\_\_\_ I understand I am required to be at the event in time to be completely setup and ready to do business PRIOR to the event opening.

\_\_\_\_ I also understand I will be in my booth for all posted vendor hours.

\_\_\_\_ I understand as a vendor I am responsible for my litter.

\_\_\_\_ I understand items promoting the use of or the selling of illegal or controlled substances will not be allowed.

\_\_\_\_ In consideration of permitting me to participate in this Township sponsored event, I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH THIS TOWNSHIP SPONSORED EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of Monroe Township, the Monroe Township Community Affairs Department, and organizations that take part in the sponsorship of this Township sponsored event ("Released Parties"), from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault in any manner related to this Township sponsored event. I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the Released Parties, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this Township sponsored event, THE FOLLOWING ENTITIES OR PERSONS: the Released Parties, and/or their directors, officers, employees, volunteers, representatives, and agents, and the Township sponsored event holders, sponsors, and volunteers. I FURTHER INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the Released Parties, and/or their directors, officers, employees, volunteers, representatives, and agents, and the Township sponsored event holders, sponsors, and volunteers, from any and all liabilities or claims made as a result of participation in this Township sponsored event, whether caused by the negligence of the Released Parties or otherwise. Vendor participation accepted only on these conditions.

\_\_\_\_ I acknowledge that the Released Parties and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific activity on their behalf. I further acknowledge that the Released Parties accept no responsibility for damages or injuries sustained by Vendors. Vendor participation accepted only on these conditions.

\_\_\_\_ I have read and understand the policies and regulations of the Monroe Township Main Street Arts Festival. I agree to be responsible for my own items at all times and will hold Monroe Township harmless from any loss or damage that may occur or come to my property or myself from any cause while attending this event on 4/23/2022 or rain date 4/30/2022.

Initial only one of the following:

\_\_\_\_ I hereby agree:

- (1) to be photographed or interviewed for any and all Township publications, including but not limited to, press releases, bulletins, newsletters, brochures, videos, computer images and web pages;
- (2) to waive, release and forever discharge any and all claims that I may have with respect to the use of said photograph by the Township of Monroe and their respective agents, servants, employees, officers, trustees, administrators and volunteers; and
- (3) to indemnify, hold harmless, protect and defend the Township of Monroe and their respective agents, servants, employees, officers, trustees, administrators and volunteers, from any and all claims, losses, liabilities, damages, suits, fines, penalties, costs and expenses, including reasonable attorneys' fees, brought or incurred by or on behalf of any person whomsoever or entity whatsoever, arising out of or in any way connected with the said use of the aforementioned photograph by any person or entity.

OR

\_\_\_\_ I do not agree to allow any interview or photograph to be published in any and all school publications, including but not limited to, press releases, bulletins, newsletters, brochures, videos, computer images, web pages.

Vendor's signature: \_\_\_\_\_

Where did you hear about us: \_\_\_\_\_

All Vendor's will be notified by email their spot number and arrival time. Arrival times will begin at 8 am and will consist of 30-minute increments for each vendor. If you will need more time setting up please let us know so we can schedule you for arrival accordingly. All Food Vendors are expected to arrive by 8 am.



General questions about the event and spaces:  
**Community Affairs Department**  
[MTCommunityaffairs@monroetownshipnj.org](mailto:MTCommunityaffairs@monroetownshipnj.org)  
**(856) 728-9841**

**\* Please make checks payable to: Monroe Township**

\*PLEASE MAIL APPLICATIONS WITH PAYMENT to:

**Pfeiffer Community Center  
301 Blue Bell Road  
Williamstown, NJ 08094  
\*Fall Craft Fair**

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**Department Use Only:**

Date received: \_\_\_\_\_ Number of Spaces: \_\_\_\_\_ Registration #: \_\_\_\_\_

Check or money order: \_\_\_\_\_ Amount received: \_\_\_\_\_ Amount of additional donation: \_\_\_\_\_

# *Annual Fall Arts & Crafts Festival*

Saturday 9/24/2022 10am - 3:00pm (Rain Date - Sunday 9/25/2022 10am - 3:00 pm)

## **Policies and Regulations**

1. All vendors are required to register and provide payment in full prior to the day's event. When sending in application it must be accompanied with payment. Any applications received will not be given a registration number until payment is made (**Deadline for payment and applications 9/14/2022**)
2. Vendors will be assigned space size in accordance with the vendor's registration request. The Township reserves the right to assign space locations.
3. Selling wares out of a trailer is prohibited.
4. Vendors are required to be set up by 9:30am or earlier on the day of the event and be removed no earlier than 3:00pm to conform to event advertisement.
5. Vendors will be allowed to drive vehicles to their space from 8:00am to 9:30am to help with traffic flow and to quickly unload materials from your vehicle. All vehicles must be cleared by 9:30am.
6. Vendors will consent to use their names and/or any photographs for publicity purpose without further permission.
7. Vendors assume all responsibility for their equipment and merchandise.
8. Vendors are responsible for payment of all NJ State Sales Tax.
9. Electricity is not supplied. Quiet generators only are permitted.
10. All food vendors must provide copies of all pertinent permits.
11. Anyone using propane must have a permit from the Fire Marshal and also have an inspected "ABC" fire extinguisher as per state law.

## **Inclement Weather Refund Policy**

In case of inclement weather, the event may be delayed, reschedule on rain date provided or cancelled.

Vendors may call 856-728-9841 for pre-recorded message after 7:00 am on the day of the event. **Refunds will only be issued if the event is cancelled.**