



**Monroe Township Community Affairs
Main Street Arts and Crafts Festival
Registration Form**

Saturday, Sept 16, 2023 11am-3pm (Rain Date – Saturday, Sept 23, 2023)

Please Print

Contact Name: _____

Organization/Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Phone #: _____ E-mail address: _____

Description of craft, food, or informational display: _____

Special Request (**We cannot guarantee request can be honored**): _____

Are you a non-profit organization? Yes No Non-Profit Tax # _____

NOTE: Your merchandise/products must fit within the space you select. This includes side stands/racks. ALL materials must fit within your space. Spaces are based on first come – first served.

Space size: 10' x 12' - \$35.00: _____ Double space: 10' x 24' - \$55.00: _____ Food vendor: \$150 _____

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 Monroe Township Community Affairs 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 cancellations after 9/1/23 will incur a 50% fee.

_____ 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 this Township sponsored event. 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 September 16, 2023 or rain date September 23, 2023.

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 Vendors will be notified by email with their spot number and arrival time. Arrival times will begin at 9am and will consist of 30-minute increments for each vendor. If you need more time setting up, please let us know so that we can schedule you for arrival accordingly. ALL FOOD VENDORS are expected to arrive at 9am.

Make checks payable to: **Monroe Township**
Return check and registration form to: **Monroe Township Community Affairs**
301 Blue Bell Road
Williamstown, NJ 08094
***Fall Craft Fair**

Township contact number: **Monroe Township Community Affairs (856) 728-9841 Office**
Email: MTCommunityaffairs@monroetownshipnj.org

For Department use only:

Date Received: _____ Number of Spaces: _____ Registration #: _____

Check or Money Order # _____ Amount Received: _____ Additional Donation: _____

Annual Fall Arts & Crafts Festival

Saturday 9/16/2023 11am - 3:00pm (Rain Date - Saturday 9/23/2023 11am to 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 9/1/2023**)
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 10:30am 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 9:00am to 10:30am to help with traffic flow and to quickly unload materials from your vehicle. All vehicles must be cleared by 10:30am.
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 completely cancelled.**