BERNARDS TOWNSHIP CHARTER DAY 2015
VENDOR INTEREST FORM

If you are interested in receiving a vendor application for Charter Day May 16, 2015 complete and return the bottom portion of this form.

Vendor Categories

- Non-Profit - *Non-Profit Organizations (not BOE sponsored)*
- Business/Trade - *Applies to all businesses, retailers, professional artists and other for-profit agencies*
- Crafter - *Bernards Township Residents Only; Subject to Approval of Parks & Recreation*
- Bernards Township Board of Education Sponsored Organization
- Food – *Applies to all vendors selling food; Booth sizes and operating hours will vary*

2014 Vendor Booth Fees - FOR REFERENCE ONLY, 2015 FEES NOT YET DETERMINED

$25 per 10ft x 10ft booth space for non-profit and BTBOE sponsored organizations
$75 per 10ft x 10ft booth space for crafters
$100 per 10ft x 10ft booth space for business/trade vendors
$200 - $400 per food vendor booth space, fee dependent on booth size and hours of operation

Bernards Township Resident based businesses and organizations receive priority registration.
A Certificate of Insurance naming Bernards Township as additional insured & signed Hold Harmless document will be required of all vendors. Detailed information will be included with you vendor application.

A sample of our Charter Day vendor Rules & Regulations:

- Each booth space is 10ft. by 10ft. (except Food Vendors). Food vendor booth space varies: 20' by 35' or 20' by 20'. If you are in need of additional space, you must purchase additional booth space. There are no oversized/corner spaces.
- Tents, tables and chairs will not be provided. Tents may be no larger than your purchased booth space and tables must fit within your assigned booth space. Tables must be covered with a tablecloth or otherwise suitable professional display. No boxes, trash or debris may be visible during the event.
- Menu prices and/or pricing for participation in my game/activity must be clearly displayed.
- Non-Food Vendors are limited to pre-packaged food items only and/or 1 prepared food item.
- Fire Permits and Food Handlers Permits will be required if necessary.
- Solicitation is limited to my purchased booth space only. Traveling solicitation is not permitted throughout the street fair.
- Electricity will not be provided. Quiet generators are permitted.
- Any items deemed unsafe, inappropriate or disruptive are not permitted to be sold, including, but not limited to: silly string, snaps/poppers, sparklers/fireworks, stink bombs, water pistols, toy weapons and fake cigarettes.
- There are no refunds once paid. Charter Day is held rain or shine.

Information subject to change. Contact Bernards Township Parks & Recreation with questions – 908-204-3003.

2015 CHARTER DAY VENDOR INTEREST FORM

Do not complete this form if you were a 2014 vendor, unless your contact information has changed!
DO NOT SEND PAYMENT.

Business/Organization Name: _____

Business/Organization Description: _____

Vendor Category (check one): ___ **Non-Profit** ___ **Business/Trade** ___ **Food**
___ **BT BOE Sponsored** ___ **Crafter** *(Residents only)*

Contact Person: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone #: _____ **Alternate Phone #:** _____

Email: _____

Mail to: Charter Day, Bernards Township Parks & Recreation, 1 Collyer Lane, Basking Ridge, NJ 07920
-Or- Email to recreation@bernards.org