

VENDOR APPLICATION INFORMATION

Vasa Park, 1 Wolfe Road, Budd Lake, NJ 07828

Saturday, August 12, 2017 from 11:00 am to 8:00 pm – RAIN OR SHINE!

This year VETS SUMMER FEST features a diverse line up of Musical Entertainment, Children Activities and Games (KIDZONE), Car Show, Arts and Craft Vendors, Non-Profit Organization displays, and a variety of Food Vendors.

- Our hours this year have been extended and are now 11:00AM to 8:00PM. Vendors may NOT dismantle their booth or 'break-down' before 4PM, however we encourage vendors to stay until 8pm to maximize their sales/profit.
- Our vendor area has been improved for better flow through. With last year's feedback from our vendors we have moved our vendor area to accommodate more customer walk through.
- We are not selling tickets to the event, but we will be asking for a good will donation at the gate. We feel this will bring us more attendees to the event and promote our community awareness efforts!

The VETS SUMMER FEST owes its existence to the men and women of the United States Armed Forces for providing us the freedom that we hold dear! VETS SUMMER FEST, in support of OPERATION CHILLOUT and their many years of providing community outreach throughout New Jersey and Eastern Pennsylvania, sponsors this **"Benefit to Help Homeless Veterans"**.

All Vendor Contract Fees are a donation to OPERATION CHILLOUT which is a registered 501c not for profit organization. To read more about this visit: <http://operationchillout.org/homeless-veterans>.

Included in this packet:

- Vendor Agreement Information
- Vendor Contract

Vendor applications are accepted on a "First Come" basis meaning we will not duplicate food, craft, or direct sales vendors. (for example: Only 1 hotdog vendor, 1 Mary Kay Rep, etc.) Please be very specific on the application of the products you are selling. Someone from the committee may contact you for further information asking you to describe your products/merchandise in more detail.

We have several other vendor opportunities throughout the year that help support other charities we are involved with. We ask that if you are interested in being a vendor at another vendor show to please indicate that in the area on your vendor application.

Please review all the enclosed information, complete an application and return with payment **no later than July 22, 2017**. Applications received after the Deadline Date will be charged a \$20 late fee — assuming space is still available — so **please register soon!**

Vendors should come prepared to setup and breakdown tents, tables and equipment. All vendors are responsible for their own display set-up: Please bring any tools needed for setup, tape, staplers, extension cords, tables, chairs and tents.

VETS SUMMER FEST

Vendor Agreement Information

Event Information:

- Date/ Time: Saturday, August 12, 2017, 11:00AM-8:00PM Rain or Shine (NO REFUNDS)
- Location: Vasa Park, 1 Wolfe Road, Budd Lake, NJ 07828
- Vendor Signup Deadline: July 22, 2017 - Signup After Deadline is an additional \$20.00 (see application)

Booth Information

- Spaces are assigned on a first come basis by VETS SUMMER FEST Vendor Committee.
- Booths and tables must be set back a minimum of 6' from the paved 'walkway' as marked by VETS SUMMER FEST Vendor Committee.
- Bring your own tools for setting up, Staple guns, tape, tents, tables, chairs, etc.
- This is a rain or shine event, vendors should consider appropriate shelter versus the rain/ sun as breakdown is not permitted before 4PM (Vehicles not permitted on grounds until 8PM)

Hours of Setup, Operation, and Breakdown

- Setup is the day of the event from 8:30AM until 10:30AM
- Vendors MUST be in place and setup with cars out of vendor area by 10:30AM – No Vendors allowed to setup after 10:30AM (Please be on-time)
- Vendors may NOT dismantle their booth or 'break-down' before 4PM, however we encourage vendors to stay until 8pm to maximize their sales/profit.
- Vehicles WILL NOT BE PERMITTED in vendor area before 8:00PM, NO EXCEPTIONS! (this is for the safety of the people attending the event)

Vendor Parking

- Vendors receive a pass to park in a nearby area reserved for vendors
- There is NO PARKING in the VETS SUMMER FEST area
- Any Vendors using their vehicles to sell out of will be escorted to their space by a volunteer on the Vendor Committee

Electricity

- Electric is available – please note your need for electricity on your application
- Small quiet generators are permitted

Signage and Decorations

- We encourage signage that promotes your business as well support for Veterans decorations

Agree to ALL Contract Terms

- Recognize that by signing The Vendor Agreement you AGREE WITH ALL TERMS including setup & BREAKDOWN time, parking, tickets for workers, setback from walkway, and that your workers understand the policies

Contact:

Patrice Schaffer

pschaffer@vetssummerfest.org or call 908-318-4505

Make check or Money Order out to VETS SUMMER FEST.

Send this form and Enclosed check or money order made out to: VETS SUMMER FEST

Send to: VETS SUMMER FEST, C/O: Patrice Schaffer, 182 Kings Hwy, Hackettstown, NJ 07840

VETS SUMMER FEST 2017 - FOOD VENDOR

Organization Name: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: (H) _____ (C) _____

Website : _____ Facebook Page : _____ Twitter : _____

The VETS SUMMER FEST Committee will not allow vendors to sell duplicate food items. Each Food Vendor will have unique food products to sell. Choices are on a first come basis, meaning the first contract/payment received gets to sell the item(s) listed. You will be notified by the Vendor Committee of the approved items from your list to sell. **For example Only 1 Hotdog Vendor will be allowed.**

****NOTE**** Drinks do not have to be listed as they can be duplicated (no alcoholic beverages are allowed to be sold by a Vendor).

For all Vendors: **You are only allowed to sell what was accepted in your application. You will be notified by the Vendor Committee what items you are approved to sell from your list. Any items that were not included or approved by the Vendor Committee in your application may be removed from the event by the Vendor Committee.**

Items selling: Please list the items you wish to sell – **up to 8 maximum allowed.** Be very specific describing the products you are selling. Someone from the committee may contact you to describe in further detail and we may ask for photos to verify. You are welcome to attach a menu to this application.

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The VETS SUMMER FEST Vendor Committee reserves the right to limit the activities presented and merchandise sold. For example, silly string, spray hair paint, bats, swords, guns, knives, water guns and any inflatable items are not to be sold or otherwise distributed.

Please check this box if you need electric at your booth

Remember to bring your own extension cords.

Food Vendor 10 x 10 Space **\$75.00**

Food Vendor 10 x 20 Space **\$125.00**

REQUIRED WAIVER:

- I have read and agree to the terms provided in this packet, including the Dept. of Health codes.
- I will not hold Vasa Park, Budd Lake, NJ or the VETS SUMMER FEST/OPERATION CHILLOUT responsible for personal injuries or loss and/or damage to personal property connected to this event. I understand there are no refunds
- I understand that my information may be given to other organizations that have vendor opportunities that support homeless veterans.

Signature: _____ **Date:** _____

VSF USE ONLY: _____