

## **Rocktoberfest Vendor Information**

Rocktoberfest would like to invite you to participate as a Vendor at our 4<sup>th</sup> annual Rocktoberfest event on Saturday, September 28<sup>th</sup>, 2019. (Rain date is Saturday, October 5<sup>th</sup>, 2019) in Taylor Park, Millburn NJ.

We are planning for an estimated 3,000 attendees given the numbers from last year. More expected this year! This is an event to fundraise for the Education Foundation of Millburn Short Hills which helps all of our Millburn District Schools. All proceeds will be going to EFMSH. The event will range from kids activities to live music concert all day with a beer/wine garden. This is a family friendly event for all ages.

### **Benefits of participation are:**

Exposure to 3,000 attendees. Your business will be listed in promo materials and online as a participant.

Your business will have a 10x10 space to advertise, display, and sell your products.

Sponsorship levels are also available. Please see "sponsorship page" on our website for more information.

### **Reserving your space:**

Registration fee of \$300 is due in full with associated contract by August 1<sup>st</sup> 2019.

Fee is increased to \$350 if you commit after August 1<sup>st</sup> 2019. The final deadline is August 17<sup>th</sup> 2019.

A reserved space of 10x10 will be provided. Please complete the Vendor Regulations Contract/Application and register now. Space is limited!!

To reserve your space, please email filled form to [rock@edfmsh.org](mailto:rock@edfmsh.org), AND mail a check for the total amount, payable to The Education Foundation of Millburn-Short Hills, PO Box 160, Short Hills, NJ 07078 by August 17<sup>th</sup> 2018. You can call Joanna Parker-Lentz with any questions: 973-699-4388

**PLEASE NOTE:** Applications are accepted on a first come first serve basis. ALL APPLICATIONS, PERMITS, INSURANCE AND PAYMENTS MUST BE RECEIVED BY August 31<sup>st</sup>, 2018. Answers to other questions can be found on our website FAQs page on [www.edfmsh.org/rock](http://www.edfmsh.org/rock)

## **VENDOR REGULATIONS CONTRACT AND APPLICATION**

- 1) Food Vendors must obtain prior approval via this application from the Rocktoberfest committee for any and all food and beverage items sold to avoid overlap. No alcoholic beverages may be sold at booths. Vendors may be required to remove any unauthorized products from their booths and failure to do so will result in a cancellation of this agreement and removal from the site.
- 2) All Food Vendors must supply proper insurance specifically naming Rocktoberfest, Education Foundation of Millburn Short Hills, Millburn Township and Millburn Recreation Department as additional insured, with a \$1 million per occurrence and an aggregate amount of \$2 million General Liability. Please email the insurance certificate to [rock@edfmsh.org](mailto:rock@edfmsh.org) with your application by August 31<sup>st</sup>, 2019. Failure to provide certificate will result in a cancellation of this agreement.
- 3) Food Vendors should bring ingredient listings for food items served highlighting any known allergens and Must fill out Millburn Health Dept form: "Temporary Food License Form" found on Township Website.
- 4) Food Vendors are permitted the use of grills, sternos, "hotboxes", or propane gas for cooking, or heating. All equipment is subject to inspection by the Millburn Fire and Health Departments and non – conforming equipment must be removed. All Vendors that will have outdoor cooking or a flame must obtain the Type 1 Fire Safety Permit from the Millburn Fire Dept.
- 5) All Vendors are provided a 10x10 outdoor space only. All Vendors must provide their own setup equipment, including tents, chairs, tables, displays etc.
- 6) The space provided may only be used by the Vendor designated in this contract. There is limited access to electricity.
- 7) No vehicles will be permitted on park grounds except for permitted food trucks. All other vehicles must be parked in town parking areas during the event. There are no exceptions!
- 8) Set up will begin at any time between 9am-11am and clean-up will begin promptly at 9pm. Food vendors must clean up their own areas and remove their garbage and recycling from the event site. If you are using oil to prepare your food, you MUST dispose of your own oil. Anyone caught dumping oil in the park will be removed from the event and fined. No vending will be permitted after 9pm.
- 9) Each Vendor must be set up and fully operational by 11am on the day of the event. All Vendors are required to sell product for a minimum of six (6) hours but are encouraged to stay for the whole day.

All applications, agreements and payments must be emailed and received by August 31<sup>st</sup>, 2019. All payments are non-refundable in the event of the food vendor's cancellation or the vendor's breach of this agreement, including, without limitation, failure to obtain proper insurance or municipal permit and sale or display of inappropriate merchandise. The event will have a rain date of October 5<sup>th</sup> 2019. In the event of a complete cancellation for any reason of the event there will be no refunds of any fees given.

I wish to participate in the Rocktoberfest 2019 annual event in Taylor Park, Millburn NJ on Saturday, September 28<sup>th</sup> 2019 (Rain-date: 10/5/19 ).

Rocktoberfest and the Education Foundation of Millburn/Short Hills shall not be held liable for any damages and/or injuries to any event attendee incurred by any exhibitor while on the event site. Without limiting the foregoing, the undersigned business entity shall indemnify and hold harmless Millburn Township, Millburn Recreation Commission, Rocktoberfest, the Education Foundation of Millburn and Short Hills, its officers, and its volunteers from and against any loss, damage or liability, including attorneys' fees and expenses incurred by the undersigned business entity and their respective employees, agents, volunteers or other representatives arising out of their attendance at the event.

I understand the above rules set forth by the Rocktoberfest committee. If I fail to follow the rules, I understand that I may be ejected from the event.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ email: \_\_\_\_\_

Company Name: \_\_\_\_\_

EIN # \_\_\_\_\_

Contact Phone number: \_\_\_\_\_

Food Vendor: (Specific food(s) and/or beverage(s) you would like to sell):

Retail Vendor (Brief description of your display):