



# NEW JERSEY CLEAN COMMUNITIES

## Clean Communities Celebrates Jackson Day 2017 Vendor Letter

Dear Friends,

On October, 28, 2017, the Jackson Township Clean Communities program will hold its annual Jackson Day Celebration. Last year this event hosted over 10,000 residents, neighbors and friends. We are committed to making it an even bigger success and I am hoping you will help. The event will include rides, a craft fair, flea market, touch a truck, fireworks, entertainment including the *Sensational Soul Cruisers*, *Rockers Live*, *The Capris* and *Emil Stucco and the Classics*, along with all day children's entertainment, vendor trick or treating, over 150 vendors and fireworks to end the evening.

Our goal is to promote the importance of Clean Communities and to educate our residents and neighbors to make sure people are aware of resources that are available. We will provide attendees with information on the importance and benefits of our Clean Communities Program.

It is our pleasure to invite you to participate with us on Jackson Day celebrating Clean Communities. The event is primarily a spectacular celebration for our residents with continuous entertainment and fireworks. Jackson Day is recognized as a major fund raising opportunity for our non-profit organizations. Vendors will need to be ready to start at 11:00 a.m. and may choose to stay through fireworks or leave at dusk. No vehicles are allowed on the field after the event starts, Jackson Township staff will be available to help vendors exit the field.

Please submit the top four items your organization would like to sell via email ([janderson@jacksontwpnj.net](mailto:janderson@jacksontwpnj.net)) by July 3, 2017. You will be sent an email confirming our item by July 17.

All vendors must supply Jackson Township with a copy of their certificate of insurance, our Hold Harmless form and a Vendor Form (all forms attached).

For specifics on obtaining a concession, please refer to the regulations and forms attached. Please read these regulations carefully. Some rules may have been amended or added.

We look forward to your participation. If you have any questions please feel free to contact Joeylynn Anderson at 732-928-1200 ext. 1258

Sincerely,

2017 Jackson Day Committee

## 2017 JACKSON DAY CONCESSIONS RULES & REGULATIONS

### **NON-PROFIT FEES:**

\$75 PER BOOTH

\$0 – APRIL 2017 CLEAN COMMUNITIES PARTICIPANTS – FIRST BOOTH IS FREE OR THE \$75 FEE APPLIES

### **COMMERCIAL FEES:**

\$75 – INFO

\$75 – MERCHANDISE

\$200 – FOOD AND BEVERAGE

Prospective vendors: Please submit your organization's choices for items to sell no later than July 3, 2017 to: [janderson@jacksontwpnj.net](mailto:janderson@jacksontwpnj.net). Items will be chosen on a first come first serve basis. If two or more groups submit the same item at the same time, a lottery drawing will be held to award that concession. Please have alternate selections.

All vendors will be required to supply Jackson Township with a vendors form, a copy of their certificate of insurance and signature on the Jackson Township Hold Harmless Agreement, and upon request, proof of independent non-profit status.

Certificate of Insurance (liability) in the amount of \$1,000,000 must name Jackson Township as additionally insured for participation in Jackson Day 2017. These riders should be readily available from your insurance company. No one may participate without insurance and this rider.

There shall be NO games of chance involving gambling for money or prizes.

If your organization is selling raffle tickets, you may do so from your booth. 50/50's are NOT to be sold. You may not sell your items, raffle tickets, or solicit donations away from your designated booth. Raffles must be licensed with the State. The Jackson Day Clean Communities Committee reserves the right to request that your organization post your State License Number at your booth.

Concession rights are non-transferable.

Each booth will be 12x12. You must provide your own tables, chairs, shelter/canopy in your designated space.

The Jackson Day Chairperson will determine placement of all concessions.

There will be NO ELECTRICITY PROVIDED.

Soda & Water may be sold by any food vendor.

All concessions with an open flame will be responsible for acquiring their own fire permits. There will be no fee to Jackson based non-profit organizations. Paperwork and fees are to be mailed directly to the Fire Marshall at Fire District No. 1 & 3, 200 Kierych Memorial Drive, Jackson, NJ 08527.

All food vendors cooking on premises are required to have a fire extinguisher (BC) type.

Fees for booths and all paperwork will be due before October 1, 2017. You can submit fees and paperwork to the Recreation Department located at the Jackson Senior Center, 45 Don Connor Blvd., Jackson NJ 08527, Monday – Friday 8:30 a.m. – 4:30 p.m. Failure to pay booth fee and submit all required paperwork will result in the loss of your right to that item and it will be considered available to any other non-profit organization or commercial vendor.

Refunds will not be issued for any reason.

Information vendors must list on their application all items that will be given away free to the public, i.e. pens, balloons, face painting, etc.

**Set Up – Friday October 27 – 3 p.m. – 8 p.m. or Saturday October 28 – 7 a.m. – 10 a.m.**

- 1. Only one vehicle per booth will be permitted to unload at a time.**
- 2. Cars must be removed from the vendor area by 10:00 a.m.**
- 3. At 10:00 a.m. on October 28 the gates will be locked and any vehicles in the vendor area will be towed at the owner's expense.**

## Jackson Day 2017 Vendors Form

Name of Organization \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Please Check One: \_\_\_\_\_ Non-Profit Organization  
\_\_\_\_\_ Commercial Vendor  
\_\_\_\_\_ Non-Profit Sponsoring a Commercial Vendor

Please Check One: \_\_\_\_\_ Food Vendor  
\_\_\_\_\_ Information Vendor  
\_\_\_\_\_ Game Vendor  
\_\_\_\_\_ Merchandise Vendor

Please list specifically what items will be sold or given away from your booth:

Sold: \_\_\_\_\_

Give-A-Ways: \_\_\_\_\_

Will you have a generator? Y or N Will you be working out of a vehicle? Y or N

**ELECTRICITY WILL NOT BE PROVIDED FOR THIS EVENT**

Do you need to be placed next to another organization? If yes, which organization

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*Please note: Food vendors will be placed in a specific area. We cannot place information, merchandise, game vendors next to food vendors.*

Does your organization/business have liability insurance \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of insurance carrier \_\_\_\_\_ Policy # \_\_\_\_\_  
(A copy of your insurance is required as is a hold harmless)

**Please make checks payable to Jackson township Clean Communities**

**For office use only**

Total \$ \_\_\_\_\_ Cash or Check Check No. \_\_\_\_\_

**JACKSON TOWNSHIP  
HOLD HARMLESS**

**Organization/Business Name:** \_\_\_\_\_

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

**Represented by:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**The applicant has furnished a Certificate of Insurance naming Jackson Township “additionally insured” as an additional incentive to participate in:**

**JACKSON DAY 2017**

**Name of Insurance Carrier:** \_\_\_\_\_

**Certificate Number:** \_\_\_\_\_

**Property Damage:** \_\_\_\_\_

**Public Liability:** \_\_\_\_\_

**A true copy of the Certificate of insurance is attached hereto:**

**NOTE: A MINIMUM INSURANCE REQUIRED S.L. \$1,000,000.**

