



NEW JERSEY CLEAN COMMUNITIES

Clean Communities Celebrates Jackson Day 2018 Vendor Letter

Dear Friends,

On October, 27, 2018, 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, car show, entertainment, along with all day children's entertainment, vendor trick or treating, and over 150 vendors.

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 attractions. 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 stay until the conclusion of the event at 5:00 pm. No vehicles are allowed on the field after the event starts. Vendors must remain until 5:00 pm.

Please submit the top four items your organization would like to sell via email (janderson@jacksontwpnj.net) by August 22, 2018. You will be sent an email confirming your item by August 27.

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,

2018 Jackson Day Committee

2018 JACKSON DAY CONCESSIONS RULES & REGULATIONS

NON-PROFIT FEES:

\$75 PER BOOTH

\$0 – JULY 2018 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 August 22, 2018 to: 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 2018. 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. **CANOPYS/TENTS MUST BE SECURLY ANCHORED TO THE GROUND.**

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, 2018. You can submit fees and paperwork to the Recreation Department located at the Jackson Public Works Building, 10 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 26 – 3 p.m. – 8 p.m. or Saturday October 27 – 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 27 the gates will be locked and any vehicles in the vendor area will be towed at the owner's expense.**

Jackson Day 2018 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

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 2018

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.

