



Township of Jackson

95 West Veterans Highway | Jackson, NJ 08527 | www.jacksontwpnj.net

Jackson Day 2022 - Vendor Letter

Dear Friends,

On October 2, 2022, Jackson Township will hold its annual Jackson Day Celebration. We are committed to making it an even bigger success than previous years and I am hoping you will help. The event will include rides, a craft fair, flea market, touch a truck, car show, entertainment, sporting competitions, parade, along with all day entertainment, and over 150 vendor and fireworks.

It is our pleasure to invite you to participate with us on Jackson Day. 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 2:00 pm and stay until the conclusion of the event at 8:00pm. No vehicles are allowed on the field after the event starts. Vendors must remain until 8:00 pm.

Please submit the top four items you would like to sell via email (janderson@jacksontwpnj.net).

Once your items are confirmed, all vendors must supply Jackson Township with a copy of their certificate of insurance, our Hold Harmless form and a Vendor Form. Hold Harmless & Vendors form will be sent via email.

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,

2022 Jackson Day Committee

Vendors:
Application Deadline – September 10, 2022

2022 JACKSON DAY CONCESSIONS RULES & REGULATIONS

NON-PROFIT FEES: FREE FOR 2022

COMMERCIAL FEES/COMMERCIALSPONSORED BY A NON PROFIT:

\$75 – INFO

\$75 – MERCHANDISE

\$75 - GAMES

\$200 – FOOD AND BEVERAGE

Prospective vendors: Please submit your organization's/business choices for items to sell no later to: janderson@jacksontwpnj.net. Items will be chosen on a first come first serve basis. If two or more groups/businesses 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 2022. 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 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 10x10. You must provide your own tables, chairs, shelter/canopy in your designated space. **CANOPYS/TENTS MUST BE SECURLY ANCHORED TO THE GROUND.**

All vendors (excluding food vendors) will be placed in the order they arrive. If you need to be next to another vendor it is recommended that you arrive to set up at the same time. All food vendors will be paced in the same area.

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 September 10, 2022. 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 – Saturday October 1, – 3 p.m. – 5 p.m. or Sunday October 2 – 9 a.m. – 1pm. (NO EARLY BIRDS)

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

Jackson Day 2022 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

All vendors (excluding food vendors) will be placed in the order they arrive. If you need to be next to another vendor it is recommended that you arrive to set up at the same time. All food vendors will be paced in the same area.

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

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 2022

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.



DAY 2022 | OCTOBER 2ND – 2PM-8PM | JOHNSON PARK

CRAFT AND FLEA MARKET APPLICATION



- \$20 per 10' x 10' space – you must provide your own tables and canopies
- All canopies and tents must be securely anchored to the ground
- No electricity provided
- You WILL NOT be permitted to park your cars behind your location, you must unload and then park in general parking
- Set up must be completed between 9am-1pm on the day of the event. You must remain until the conclusion of the event at 8:00pm

Please fill out and return with payment to: Jackson Recreation | 10 Don Connor Blvd | Jackson NJ 08527

Payment and forms due no later than September 10, 2022

Circle One: CRAFT FAIR or FLEA MARKET Number of Spaces _____

Name: _____

Address: _____

Phone: _____ Email: _____

Briefly describe what you will be selling: _____

Hold Harmless Agreement | Jackson Township Craft Fair & Flea Market

Between the Township of Jackson and (_____) (Vendor/Individual)

1. _____ (Vendor) agrees to release, indemnify and hold harmless the Township of Jackson, its elected officials and appointed officials, its employees, agents, volunteers and others working on behalf of the Township of Jackson, from and against any loss, damage or liability including attorney's fees and expensed incurred by the latter entities and their respective employees, agents, volunteers or other representatives arising out of or in any manner relating to Jackson Day, 200 Kierych Memorial Drive, Jackson NJ 08527. Date of event: October 2, 2022.

Dated: _____ Signed: _____

Name Printed: _____