



Application for Food Vendor Space

at the 26th Annual

ROTARY/KIWANIS CALDWELL STREET FAIR



Sunday, October 1, 2017 / Noon- 5 PM

Attention Caldwell Street Fair Food Vendors:

There is a FIRM DEADLINE for applying this year. See below.

**Deadline to RECEIVE your Food Vendor and
(if required) Fire Safety Permit Applications (attached)
is SEPTEMBER 25, 2017.**

**Any applications received after SEPTEMBER 25, 2017
WILL NOT BE ACCEPTED—NO EXCEPTIONS.**

PLEASE submit your application(s) early

MAIL your completed Food Vendor Application and full payment to:

Caldwell Street Fair, PO Box 186, Caldwell, NJ 07006

(payment due on submission of your application)

MAIL / FAX / EMAIL your Caldwell Fire Safety Permit Application to:

Caldwell Fire Prevention Bureau, 30 Roseland Ave., Caldwell, NJ 07006

Fax: 973-226-9142 / Email: fireofficial@caldwell-nj.com

(payment due the day of the fair)

PLEASE BE ADVISED THAT IT IS YOUR RESPONSIBILITY TO FOLLOW UP WITH THE CALDWELL FIRE SAFETY PREVENTION BUREAU TO CONFIRM RECEIPT OF AND/OR ANY ISSUES WITH YOUR FIRE SAFETY PERMIT APPLICATION

We look forward to seeing you on October 1, 2017

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Page 2...your vendor application:

This fee includes **ONE food item PER SPACE**, for multiple items see Schedule as follows:

BOOTH SIZE SPACE: 15 WIDE X 10 DEEP (curbside area) TODAY'S DATE IS _____

FOOD TRUCK SPACE: 22 WIDE X 10 DEEP (Approx. 1.5 spaces of curbside area) _____

***ITEMS TO BE SOLD MUST BE LISTED ON PAGE 5 OF THIS APPLICATION**

Food space 15x10 needed _____ @ \$200.00 (per space) \$ _____

FIVE additional food items _____ @ \$275.00 (per space) \$ _____

Food TRUCK space 22x10 needed (limit 2) _____ @ \$275.00 (per space)..... \$ _____

Five additional food items per space _____ @ \$350.00 (per space)..... \$ _____

Drinks add \$25.00 (one fee for all drinks)..... \$ _____

ELECTRICITY (limit 15 amp) add \$50 per hook-up \$ _____

LATE APPLICIONS—AFTER August 31, add \$50..... \$ _____

AFTER SEPT. 14—Only Cash or Money Order Applications can be submitted. **Grand Total \$** _____

SEPTEMBER 25, 2017 IS THE DEADLINE TO RECEIVE YOUR VENDOR AND FIRE SAFETY PERMIT APPLICATIONS. FIRE SAFETY PERMIT APPLICATIONS ARE SUBMITTED TO THE FIRE MARSHALL. APPLICATION SUBMISSIONS AND/OR ATTEMPTS TO REGISTER AFTER SEPTEMBER 25, 2017 WILL NOT BE CONSIDERED OR ACCEPTED.

Prohibited Items and Transactions include...

- Gas powered generators,
- Hamburgers and hot dogs—Exclusive to Rotary/Kiwanis,
- The selling of **ALL** raffle tickets,
- Solicitation in any form during the Fair,
- Selling of anything other than your listed food items (page 5 of this application) is prohibited,
- Roving vendors, and
- Costumed individuals without permit.

To be approved, you must submit proof of liability insurance with your application. • The amount must be at least \$1,000,000 of combined single limits (CLS,) including product coverage. • You must obtain a fire safety permit if using open flame and/or deep fryer the day of the fair. • **If you do not submit a Caldwell, NJ Fire Safety Permit Application to the Fire Marshall by September 25, 2017, you will forfeit your space without refund.**

The Street Fair Committee reserves the right to deny any application that does not conform to these guidelines.

*Required

*Name: (print) _____ *Company: _____

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

*Phone: (print) _____ Fax: (print) _____ *Email: _____

Comments and Requests: _____

RAIN DATE: Every effort will be made to have the fair. **If weather causes the fair to be cancelled, there will be no rain date or refunds**

Although we cannot guarantee assignment of specific spaces after July 1, if you want the same space you had last year, **YOU MUST list the number here >>** _____ and we will do the best we can to accommodate you.

*Signature of Applicant: _____ *Date: _____

Receipt of your application will be confirmed in writing. If this application is not accepted, your money will be returned. **No refund will be made for any other reason.** Proceeds from the sale of spaces will be used for charitable projects by the Rotary Club of the Caldwellells and the Kiwanis Club of Caldwell-West Essex.

Questions? Call: 973-618-0660 or write: info@caldwellstreetfair.com

Please Make Checks Payable And Mail To: Rotary/Kiwanis Caldwell Street Fair P.O. Box 186 - Caldwell, NJ 07006

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Page 3...important things you should know:

- Every vendor must obtain the appropriate insurance
- Vendor space is limited, available spaces are issued on a first-come basis, it is urged that you submit your application with payment today!
- Space availability after July 1st cannot be guaranteed (No refund will be made for any reason).
- Applications and payment received AFTER Aug. 31 incurs a \$50 late fee—CASH or Money order ONLY
- **Deadline to RECEIVE your Food Vendor and (if required) Fire Safety Permit Applications is SEPTEMBER 25, 2017.**
- **Any Applications received after SEPTEMBER 25, 2017 WILL NOT BE ACCEPTED—NO EXCEPTIONS.**

Set-up and clean-up

NO EARLIER THAN 9:00AM and conclude by 11:00AM with take down at 5:15 PM. We ask that you bring your own tables and displays. Electricity is available upon request in designated areas at \$50.00 per hook-up.

ALL merchants are required to have appropriate trash collection capabilities and are required to clean up their area after the event.

Rain Date

Every effort will be made to have the fair if weather causes the fair to be cancelled, there will be no rain date or refunds.

You are cordially invited to join us.

Two application forms are enclosed for your convenience. It would be appreciated if you would pass one application on to a friend or colleague who may be interested in participating as well.

The proceeds will enable us to continue to service our community effectively.

FOOD VENDORS

Please read and complete all pages attached to your application. Incomplete applications cannot be processed.

Keep food in the food area

Please note that the sale of food or beverages is strictly prohibited in the craft and new merchandise areas.

Refer a friend...

This fair is HUGE, thank you for applying and please also "Refer a Friend." Street Fair can never have enough new vendors.—**thank you.**

Welcome to the Rotary/Kiwanis Caldwell Street Fair!

A substantial area on Bloomfield Avenue in the center of Caldwell will be blocked off, with the provisions for adequate parking in the area. In the event of rain, the fair will be canceled at 8AM. Call 973-618-0660 after 8AM.

The co-sponsors have made every effort to maximize the attendance at the Fair, and it is anticipated that the day will be profitable for all. We have had consistently in excess of 30,000 attendees over the years. Spaces are available for over 200 crafters, new merchandise and food concessions as well as children's amusement rides.

Vendors spaces (excluding food truck vendors) measure 15 feet wide by 10 Feet deep and we reserve the right to re-classify your category.

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Page 4...minimum food vendor requirements:

BOOTH SIZE SPACE: 15 WIDE X 10 DEEP (curbside area)

FOOD TRUCK SPACE: 22 WIDE X 10 DEEP (Approx. 1.5 spaces of curbside area)

Minimum Food Vendor Requirements

A certificate of insurance with minimal INSURANCE requirements as outlined on page 4 of this document made out to the Rotary Club of the Caldwells and the Kiwanis Club of Caldwell/West Essex t/a Rotary/Kiwanis Street Fair at Caldwell. Please return this to us prior to Sept. 1 and give your insurance agent a copy of the sample insurance certificate.

Each vendor is responsible for the following:

- A method to protect foods with appropriate heat or cold
- 4-A fire extinguisher and/or K type extinguisher, minimum 1.5 gallon if using a deep fat fryer
- Use of Latex gloves at all times.
- No sale of alcoholic beverages is permitted.
- Garbage cans for your trash.
- Clean up your own area.

AND

- Appropriate minimal liability insurance.
- A certificate of insurance FURNISHED WITH THIS APPLICATION.
- **A Completed Caldwell Fire Safety permit MUST BE RECEIVED by the Fire Marshall by September 25, 2017. On the day of the fair, the Fire Marshall will inspect your booth(s) and if you pass, he will collect the fee(s) and issues you your permit(s).**

**A permit application is attached for your convenience. It is a Borough requirement. Caldwell Street Fair is not responsible for any edits, changes or collection of fees. Any question call Fire official (973) 403-4629

I have read the above requirements including page 3 of this application and understand that I must comply with them.

*Signature of Applicant: _____ *Date: _____

Make a copy for yourself and include original with the certificate of insurance with your application.

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Page 5...minimum food vendor requirements:

Commercial General Liability:

Minimum of the following:

Bodily Injury or Property Damage.....	\$1,000,000 each occurrence
Personal & Advertising Injury	\$1,000,000 each occurrence
Products Aggregate	\$2,000,000
General Aggregate.....	\$2,000,000
Medical Payments.....	\$10,000

Business Automobile Liability:

Automobile Liability Insurance written with a minimum Combined Single Limit of \$1,000,000 and shall include coverage for all of the following:

- A. Owned Autos
- B. Non-Owned Autos
- C. Hired Autos

Workers' Compensation:

Workers' Compensation Insurance shall be obtained and include

- A. Coverage A limits - Statutory
- B. Coverage B limits -

Bodily Injury by Accident	\$500,000 Each Accident
Bodily Injury by Disease	\$500,000 Each Employee
Bodily Injury by Disease	\$500,000 Policy Limit

Other Coverages, Extensions and Conditions:

- A. All vendors must name Rotary Club of Caldwell, Kiwanis Club of Caldwell/West Essex, Rotary/Kiwanis Street Fair and the Borough of Caldwell as additional insured's.
- B. Certificate of Insurance must be prepared on your behalf and **SENT IN WITH YOUR SPACE APPLICATION.**

All insurance policies must be written through Insurance Companies licensed in New Jersey with an A.M. Best rating of "A" or better.

I have read the above requirements including page 3 of this application and understand that I must comply with them.

*Signature of Applicant: _____ *Date: _____

Make a copy for yourself and include original with the certificate of insurance with your application.

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Page 6...food items:

Please list your food items below. **Your fee includes ONE food item**—Please list all food items below. If you want to sell more than one food item, there is an additional fee. See page 1 of your application. If you only apply to sell one food item but sell more than one on the day of the fair, you will be asked to pay the additional fee or you will forfeit your space.

Drinks

Drinks are an additional \$25 (one fee for all drinks). **Street Fair does not permit the selling of "HIGH-ENERGY" drinks or drinks containing alcohol.**

Please list the food items you are selling, we look forward to seeing you at the fair—
Thank you.

Your primary food item you will be selling is (fee includes ONE food item per space)

Primary food item: _____

Additional food items require the additional fee (see page 1 of your application)

Additional food item: _____

Additional food item: _____

Additional food item: _____

Additional food item: _____

Additional food item: _____

TOTAL FOOD ITEMS: _____

Caldwell Fire Prevention Bureau

30 Roseland Avenue

Caldwell, NJ, 07006

Phone (973) 403-4629 Fax (973) 226-9142

fireofficial@caldwell-nj.com

Fire Permit Requirements for street vendors

All street fair vendors cooking with open flames including wood, charcoal or propane, shall obtain a type 1 fire permit through the Caldwell Fire Prevention Bureau as part of your registration.

Vendors should complete the attached fire safety permit application and return by mail, fax, or email to

Caldwell Fire Prevention

Final approval of permits are contingent on a fire safety compliance inspection, and check payable to Borough of Caldwell for \$42.00 the morning of the street fair.

(Contact Caldwell Fire Prevention with any questions)

**Borough
of
Caldwell**

**30 Roseland Avenue
Caldwell, NJ. 07006
fireofficial@caldwell-nj.com**

**Fire
Prevention
Bureau**

Phone (973) 403-4629

Fax (973) 226-9142

Permit Application
Please fill out and contact fire prevention bureau

Activity Location:

APPLICANT INFORMATION

APPLICANT'S NAME:		APPLICANT'S HOME STREET ADDRESS:	
MUNICIPALITY:		COUNTY:	
STATE:	ZIP CODE:	PHONE #:	FAX#:

Permit requested for following date(s)

Permit requested for one year - Expiration; Date:

NOTE: Attach additional signed sheet if space is insufficient

The above named applicant hereby requests permission to conduct the following activity at the above location:

And / or for the storage, occupancy, use, sale, handling or manufacturing of the following:

State quantities and method for each category or material to be stored or used:

I hereby acknowledge that the information given is correct, and agree to comply with the applicable requirements of the New Jersey Uniform Fire Code as well as any specific conditions imposed, and, if not, this permit may be revoked and I will be subject to penalties as provided by law.

Applicant's Signature

Title

Date:

Permit type:

Approved () Denied () Approved pending payment ()

Fee: