



Township of Howell

P.O. Box 580 • 4567 Highway 9 North
732-938-4500 ext. 2106 • www.twp.howell.nj.us



HOWELL DAY POLICIES

General Information:

1. **To Apply:** Please read the information below and complete the attached registration form. Send completed registration form and a copy of your 501(c)(3) or 509(a)(1) for non-profit organizations. **Food vendors** must supply a copy of your Certificate of Insurance to the address above. No applications will be accepted after September 4, 2019.
2. **Vending Space:** 10 X 10 foot spaces are marked off and numbered. Vendors must supply their own tables. All tents, poles and/or other equipment must be secured properly.
3. **Setup Time:** Vendors will be assigned their set-up time by mail one (1) week prior Howell Day. No one will be allowed to set-up after 2:00pm (as per Howell Police).
4. **Vehicles:** No vehicles will be allowed to remain in the park after 2:00pm with the exception of food trailers and prior approved vehicles. One personal vehicle per vendor is permitted for set-up. Personal vehicles will not be allowed back into the vendor area at Soldier Memorial Park until authorized by the Howell Police (approximately 8:00pm and **after** the conclusion of the fireworks). Personal vehicles will not be allowed to drive in the middle of the soccer fields; however, you will be able to pull up around the perimeter of the fields. You **MUST** walk your items to your designated spot depending on your location.
5. **Electric:** There are no electrical sources available. All electrical sources must be supplied by the vendor.
6. **Garbage disposal:** Food vendors are responsible to recycle all plastic cans and bottles into the receptacles provided by the Township of Howell. Vendors must keep their designated areas clean. At the close of the event, all garbage must be taken with you.
7. **Fees:** The breakdowns of fees are listed on the application form. Sorry – NO refunds unless event is postponed due to inclement weather.
8. **Regulations:** It is the vendor's responsibility to comply with all Local, State and Federal regulations.
9. **Restrictions:** All beverages must be sold in a recyclable cup. No silly string, balloons, poppers, or sparklers are to be distributed or sold. No selling of items that is vulgar and/or offensive. No exceptions!
10. **Requests:** All requests or arrangements for participation in Howell Day must be submitted to the Township of Howell. No requests, unless approved by the Township of Howell will be honored.
11. **Notification:** Space is limited. We will inform you by mail if your application has been accepted. We will return any checks if space is unavailable, or it is determined that there are too many similar vendor applications.
12. **Food Permits:** When serving food to the public in Howell Township, you must have approval from Howell Township. These permits will be provided to you upon submission of your application.
13. **Fire Bureau Permit:** Any vendors cooking with LPG gas or charcoal, plus those using electric with items creating grease laden vapors will require a fire permit. A permit will also be required for those cooking under a tent. All vendors involved in cooking should contact the Fire Bureau office to see if their operation will require a permit (732) 938-4500 ext. 2900

If you have any questions and/or concerns, please contact Steven Fecher, Director of Community Relations at 732-938-4500 ext. 2106.



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HOWELL DAY VENDOR APPLICATION

Event Date: Saturday, September 21, 2019
3:00pm – 8:00pm (Fireworks to conclude)

Business Name: _____ Contact Name: _____

Address: _____

Day Phone #: _____ Evening Phone #: _____

Fax #: _____ Email: _____

Number of spaces you are reserving (*please circle*): 1 2 3 4

Please describe the items you are proposing to sell and the price of each item:

- | | |
|-----------------|-----------------|
| 1. Item: _____ | Price: \$ _____ |
| 2. Item: _____ | Price: \$ _____ |
| 3. Item: _____ | Price: \$ _____ |
| 4. Item: _____ | Price: \$ _____ |
| 5. Item: _____ | Price: \$ _____ |
| 6. Item: _____ | Price: \$ _____ |
| 7. Item: _____ | Price: \$ _____ |
| 8. Item: _____ | Price: \$ _____ |
| 9. Item: _____ | Price: \$ _____ |
| 10. Item: _____ | Price: \$ _____ |

Please provide a brief description of your display: _____

Breakdown of fees (*per 10 X 10 space*):

FOR-PROFIT

- \$75.00 (non-food)
- \$150.00 (food)

NON-PROFIT

- \$25.00 (non-food) for 1st space, \$50.00 for additional spaces
- \$50.00 (food) for 1st space, \$75.00 for additional spaces

Notes: _____

Restrictions: All beverages must be sold in a recyclable cup. No silly string, balloons, poppers, or sparklers are to be distributed or sold. No selling of items that is vulgar and/or offensive. No exceptions!

Township Disclaimer: The Township Accident Insurance Policy maintained by the Township is SECONDARY in coverage. Any and all claims must first be submitted to the claimant's Primary Health Insurance Carrier. Howell Township along with their employee's will not be held responsible for any lost or stolen property.

Vendor Disclaimer: The applicant, for participation in Howell Day, has read the Howell Day Policies and hereby agrees to abide by the rules set forth and holds harmless the Township of Howell and its employees. I have provided a copy of my Certificate of Insurance. I verify that all information contained in the application, to the best of my knowledge, is accurate at the time of submission.

Vendors Signature

Please PRINT full name

Date

CREDIT CARD _____ CHECK _____ CASH _____ RECEIPT # _____ RECEIVED BY _____