



TOWNSHIP OF MONROE

Jim Bonder, Department Head
Department of Parks and Recreation
301 Blue Bell Road
Williamstown, NJ 08094

Monroe
Township
*Parks &
Recreation*

November, 2011

To: Main Street Festival Vendor
From: Monroe Township Parks and Recreation Dept.
Re: 2012 Music Festival on June 2nd

Dear Vendor,

Last year's inaugural "Music Festival" was a huge success. Our new format for the evening hours along with live entertainment, amusements, bingo, Phillies game, 50/50 raffle, food court and vendors was a big draw to our residents. Over 5000 people came out.

We are anticipating an even bigger turn out for this year's event.

In an effort to offer the Highest Quality services and programs to our residents of Monroe Township and to support you as a vendor, below are some additions that we have included for this year.

We will be expanding our entertainment menu, adding more craft spots back down on Main Street, increasing our area for the amusements, adding a kids' craft area and moving the main food court.

We would again like to invite you to join us for a Great evening of Fun. This year's date is Saturday June 2nd.

Attached is our Registration form.
Please complete the form and return it to the Parks and Recreation office.

Please feel free to contact me if you have any questions.

Sincerely,

Jim Bonder



Policies/Regulations

1. All Vendors are required to register and provide payment in full prior to the days events.
2. Vendors will be assigned space size in accordance with the vendor's registration request. **The Township reserves the right to assign Space Locations.**
3. To help with traffic flow, any vendor selling their wares out of a trailer needs to have their trailer in their space location before 4:00 p.m. Vehicles must be removed from trailer hook-ups.
4. Vendors are required to be set up by 4:30 p.m. (or earlier) on the day of the event and be removed no earlier than 10:00 p.m. to conform to event advertisement.
5. Vendors will be allowed to drive vehicles to their space up to 4:00 p.m., to help with the traffic flow you are limited to 15 minutes to unload materials from your car. **All Vehicles** must be cleared by 4:15 p.m.
6. Due to safety precautions Vendors will not be allowed to drive their vehicles to space location any early than 1:00 p.m. to load materials.
7. Vendors will consent to use their names and/or any photographs for publicity purpose without further permission.
8. Vendors assume all responsibility for their equipment and merchandise.
9. Vendors are responsible for payment of all NJ State Sales Tax.
10. Food vendors are required to give detailed description of items being sold. The township **does not guarantee** that other vendors will not duplicate food items.
11. Food vendors are responsible for compliance with all licensing requirements of the Gloucester County Department of Health. All registrations will be forwarded to the Gloucester County Department of Health.
12. Electricity will not be provided. **QUIET Generators ONLY!**

Inclement Weather/Refund Policy

In case of inclement weather, the event may be delayed, re-scheduled on rain date provided or cancelled.

Vendors may call (856) 728-1372 for pre-recorded message after 6:00am on the day of the event.

Refunds will only be issued two weeks prior to the day's event or if event is cancelled.

Monroe Township Parks and Recreation
Main Street Music Festival
Registration Form
Saturday, June 2, 2012 (Rain Date – Sunday, June 3, 2012)

Please Print

Contact Name: _____

Organization/Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Daytime Phone #: _____ Evening Phone #: _____

Description of craft, food, or informational display: _____

Special Request (**We cannot guarantee request can be honored**): _____

Space Size: _____ \$25.00 Single Space (10'x10') _____ \$40.00 Double Space (10'x20')

* Food Vendors must contact the Parks and Recreation Office to review policies and fees.

I have read and understand the policies and regulations of Monroe Township's Main Street Festival. I agree to be responsible for my own items at all times and will hold Monroe Township harmless from any loss or damage that may occur or come to my property or myself from any cause while attending this event on June 2, 2012 or June 3, 2012 (rain date).

Exhibitor's Signature: _____

Where did you hear about us: Crafters Guide - Newspaper - Web - Channel 9 - Other _____

Make checks payable to: Township of Monroe Parks and Recreation

Return check and registration form to:

Monroe Township Parks and Recreation
301 Blue Bell Road
Williamstown, NJ 08094

For Department use only:

Date Received: _____

Number of Spaces Requested: _____

Cash, Check or Money Order # _____

Amount Received: _____