



BACK-TO-SCHOOL EVENT

**FOOD VENDOR
REGISTRATION FORM**

WHEN: Saturday, August 25th
2:00PM to 7:00PM (Rain or Shine)

WHERE: Naaman Williams Park
1 Matilda Ave. Somerset, NJ

All information must be filled out completely, and must be received in our office by Friday, July 27, 2018.

Name/Company: _____

Contact Person: _____ Phone # _____

Mailing Address: _____ City _____ State _____ Zip _____

E-Mail: _____ Web Address: _____

PLEASE SELECT A VENDOR TYPE

- Food Booth Mobile Food Truck

SPACE RENTAL

We offer two (2) types of Food Vending space:

- 12' x 12' space
Fee: \$50.00
- 12' x 24' space
Fee: \$75.00

<i>Please select and complete:</i>	# of Spaces		Price		Total
<input type="checkbox"/> 12' x 12' space			\$50.00		\$
<input type="checkbox"/> 12' x 24' space			\$75.00		\$
Space Rental Total					\$

All spaces must be pre-paid. Space is limited, so please book as soon as possible.

Food Vendors are required to submit a current and valid Certificate of Insurance with their application.

[**www.WeekofthePeople.org**](http://www.WeekofthePeople.org)

Any questions call: 732-247-9733 or Email, WeekofthePeople@gmail.com

Booth Information

List and describe in detail all proposed menu items (food and beverage) to be sold at the event, including the price of each item. Any deviation from the listing below will require approval from the Committee.

Menu Item	Price
1.	
2.	
3.	
4.	
5.	

Booth will be using propane?* <input type="checkbox"/> No <input type="checkbox"/> Yes	Booth will be using tent/canopy? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what size/dimensions: _____*
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**Please speak with the Office of Fire Prevention at 732-873-2500, x630 if you will be using a propane tank and/or if you will be using a tent that is 30' or over. Additional fees may be assessed.*

Please note:

Food Vendor must, upon request, show flammability certificate or manufacturer's tag indicating flame retardant materials if using a tent. **Please initial here _____ to indicate that you can provide this information and will have it available at all times during the event. Failure to provide this information can result in the closing of your booth.**

Required Items for Temporary Food License:

Licensing and compliance with Somerset County Department of Health is the responsibility of each Food Vendor. An application has been attached for your convenience. There is a \$75 fee for this and payment should be made payable to Franklin Township Board of Health. Should you have any questions, please speak with Franklin Township Clerk's Office at 732-873-2500, x6375.

Checklist

- A completed Food Vendor Application with signature and payment for your space rental made payable to **Week of the People, Inc.**
- A Temporary Food License Application and \$75 fee made payable to **Franklin Township.**
- A valid Certificate of Insurance.

Event Policies [Please read carefully]

- Complete and return this form by **July 27, 2018**, to be eligible for participation.
- Fee is **\$50** for each **12x12** space or **\$75** for each **12x24** space rental. Payment is due with application.
- Booth set-up may begin as early as **10:00 am** on Saturday, August 25th and must be finished by **12:00 pm** for inspection.

- Inspections will be conducted by the **Somerset County Health Department** and the **Franklin Township Office of Fire Prevention** between the hours of **11:00 am and noon**. Inspection failure will result in the closing of your booth and forfeiture of any and all fees.
- **Please be aware that any and all tents/canopies must comply with NFPA 701: Standard Methods Of Fire Tests For Flame Propagation Of Textiles And Films.**
- No electricity will be provided. All generators must be quiet and without fumes.
- Vendors are responsible for booth clean up after event.
- Vendors booth take down is **after** 6:30 pm.
- Week of the People, Inc., will not be responsible for any damages, loss, or expenses incurred by vendor during the event.
- Week of the People, Inc., reserves the right to limit the number of food vendors.

I have read and understood the Event Policies, and I agree and accept the terms.

Sign and Date _____

PLEASE ENCLOSE PAYMENT WITH SIGNED APPLICATION AND MAIL TO:

Week of the People, Inc.
2 Evergreen Road, Somerset, NJ 08873

We look forward to your participation and to working with you on this event.

Should you have any questions or comments, please email us at: WeekofthePeople@gmail.com.

Thank You!