

22nd Annual Blackwood Pumpkin Festival
Sponsored by Mainstage Center for the Arts
Sunday, October 6
Rain date: Sunday, October 13 11:00 – 4:00

Dear Food Vendor,

Please read the information below with care. Only applications completed with full vendor payment, Grounds Keeping Fee, and all Insurances, Fire and Board of Health approvals, will be accepted for processing.

SET UP: Begins at 7:30 am, and must be completed by 10:00 am.

BREAK DOWN: May not begin before 4:30. Spaces must be left in the same condition they were in when you arrived. ALL your vendor trash must be brought to the trash area designated by your check in volunteer. Any and all fluids, oils, etc must be taken out with you. Vendors who leave their spaces in any condition other than specified will not be invited back.

VENDOR VEHICLES: Must vacate festival area by 10:00 am and may not return before 4:30 pm. You will be provided a festival - parking pass for vendor parking.

EVENT SERVICES: Trash cans will be placed near each food vendor area and will be maintained to the best of our ability through out the day. WE DO NOT PROVIDE ELECTRICITY.

SPACES: Food Vendors must fit within the confines of the agreed upon space. If you are unable to fit the day of the event you will need to pay for an additional space and be moved to a location where the additional space still exists.

___ **CARTS: 1 MENU ITEM** – Must fit in an 8' x 8' space.

FEE: \$195. For first space \$150. For each additional space

___ **CARTS:** Must fit with in an 8' by 8' space and serve no more than 4 menu items.

FEE: \$260. for the first space **\$175.** For each additional space

___ **COMMISARIES/MOBILE UNITS - 12 x 12**

FEE: \$325.00 for the first space and **\$215.** for each additional space.

___ A \$25.00 Grounds Services Fee is to be applied **per each vendor** application.

All food vendors are required to pay a \$25.00 Event Cleanup Fee. All Fees are non-refundable.

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INSURANCE

- Proof of Insurance with the following with the following organizations listed as additionally insured on Insurance Certificate: Mainstage Center for the Arts, 200 College Drive, Blackwood, NJ 08012 and Township of Gloucester, P.O. Box 8, Laurel Springs, NJ *08021

FIRE DEPARTMENT

- All food vendors must review fire code info and contact Gloucester Township, Fire Marshall at 856-227-7731 if they are using propane, charcoal, or open flames. Fire Marshall information packet included

BOARD OF HEALTH

- Board of Health Requirements must be met for all food vendors. Contact Camden County Board of Health at 856-374-6052. Board of Health approval **MUST** accompany this application. Board of Health requirements and application included.

MENU

A full and complete menu, with prices, must be provided with this application. Please note that you may NOT be able to sell every menu item that you submit and that you must adhere strictly to the menu that is approved. In an effort to make certain there is not too much duplication of menu items in close proximity, preference of what will be sold and not sold will be given based on when your COMPLETED application is received.

PAYMENT: Checks should be made payable to Mainstage Center for the Arts and mailed to: Mainstage Center for the Arts, 27 S. Black Horse Pike, NJ 08012

BLACKWOOD PUMPKIN FESTIVAL FOOD VENDOR APPLICATION

(RETURN WITH PAYMENT & AND ALL APPROPRIATE PAPER WORK to Mainstage Center for the Arts, 27 South Black Horse Pike, Blackwood, NJ 08012 Att: Anne Marie Weaver)

Business Name _____ NJ Sales Tax ID: _____

Contact Name: _____ Returning Vendor New Vendor

Mailing Address: _____

City: _____ State _____ Zip _____

Phone: _____ Cell: _____

E-Mail Address: _____ License Plate # _____

TYPE	FEE	# OF SPACES	SUB- TOTAL
8 x 8 Cart - 1 Menu Item	\$195.00		
8 x 8 Cart – 1 Menu Item Extra Space			
8x 8 Cart - 4 Menu Items or less	\$240.00		
8x 8 Cart extra spaces – 4 Menu or less	\$165.00		
12 X 12 Commissary Space	\$300.00		
12 X 12 Extra Commissary Space	\$200.00		
Grounds Services Fee	\$25.00		\$25.00
		TOTAL	

I want all of my spaces next to each other. I want my extra spaces in other event locations.

Menu and Prices (Must be exact and NOT vary the day of the event without written approval)

Please Note: Festival Placement is at the discretion of the event co-coordinator. Confirmation letters and location will be sent no less than 3 days before the event.

MENU ITEM	PRICE	MENU ITEM	PRICE

OFFICE USE ONLY

Application Received _____ # of spaces _____ Space # _____

Food Vendor _____ Check # _____ Cash _____ Amount _____

Certificate of Insurance Board of Health Certificate Fire Approval