

**26th Annual Blackwood Pumpkin Festival**  
**Sponsored by Mainstage Center for the Arts**  
**Sunday, October 1**  
**Rain date: Sunday, October 8 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. No vehicles will be permitted to enter the event area after 9:30 am.

**BREAK DOWN:** May not begin before 4:30. Spaces must be left in the same condition they were in when you arrived. ALL 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. **YOU MUST PARK IN DESIGNATED PARKING AREAS.** Any food vendor vehicles parked in areas other than designated will be removed from the event. ***WE MUST BE NOTIFIED ABOUT ANY SHIFT WORKERS EITHER REPLACING YOU OR COMING IN TO ASSIST YOU IN ORDER TO PROVIDE THEM WITH ACCESSIBLE PARKING ARRANGEMENTS As THE VENDOR PARKING SHUTTLES ONLY RUN FROM 7:30 am – 10:30 am and 4:30 pm to 6:00 pm.***

**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.**

**INSURANCE** For the protection of the festival goers, and your own protection, Mainstage Center for the Arts require a certificate of insurance of \$1,000,000 liability insurance to participate in this event Mainstage Center for the Arts must have this certificate by no later than August 30th, 2017. The following organizations must be listed as additionally insured on Insurance Certificate: **Mainstage Center for the Arts, 27 South Black Horse Pike, 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 if they are using propane, charcoal, or open flames or generators. Fire Marshall can be reached at 856-227-7731. **DO NOT SEND FEES OR PERMIT INFO TO MAINSTAGE.** These must go directly through the fire department.

**BOARD OF HEALTH REQUIREMENTS** must be met by all food vendors. A copy of your Camden County Food Event Permit must accompany this application. Contact Camden County Board of Health at 856-374-6052 or e-mail: [bwaterson@camdencounty.com](mailto:bwaterson@camdencounty.com)

**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 provide a wide variety of festival foods, and to minimize 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. ***Please note that the size of menu permitted is determined by the size of the space you need NO MORE THAN TWO FOOD VENDOR SPACES MAY BE RENTED BY ANY ONE***

**FOOD VENDOR.**

**BLACKWOOD PUMPKIN FESTIVAL FOOD VENDOR APPLICATION**

**(RETURN WITH PAYMENT, Menu, Insurance certificate, Board of Health Certificate and Fire Department approval 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	\$220.		
8x 8 Cart - 2- 3 Menu Items	\$280.		
12 x 12 Canopy Space – 2 menu items (ex: popcorn and water)	\$300.		
12 X 12 Canopy Space – Maximum 3 - 4 Menu items in 1 location	\$425.		
12 x 18 Commissary Space 5 – 6 Menu Items in one location	\$450.		
Grounds Services Fee	\$30.00		\$30.00
		<b>TOTAL</b>	

**All food vendors are required to pay a \$30.00 Event Cleanup Fee. All Fees are non-refundable.**

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

**Type of Set Up (check any/all that apply)**

\_\_\_\_\_ motorized vehicle: Size \_\_\_\_\_

\_\_\_\_\_ Using an open flame

\_\_\_\_\_ Pull-along cart: Size \_\_\_\_\_

\_\_\_\_\_ Propane Tank

\_\_\_\_\_ Tent/canopy Size \_\_\_\_\_

\_\_\_\_\_ Trailer/cart self contained

\_\_\_\_\_ I will need # \_\_\_\_\_ shift worker parking passes.

**CHECK LIST: (incomplete applications will not be considered until they are complete)**

\_\_\_\_\_ Completed Application/Menu \_\_\_\_\_ Insurance Certificate \_\_\_\_\_ Board of Health Certificate

\_\_\_\_\_ Check made payable to: Mainstage Center for the Arts, and mailed to: Mainstage Center for the Arts 27

S. Black Horse Pike, Blackwood, NJ 08012 Att: Anne Marie Weaver

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

<b>PROPOSED MENU - # of items much match your space selection</b>	
<b>Item</b>	<b>Price</b>
<b>Grilled Chicken Sandwich (sample)</b>	<b>\$5.00</b>
1.	
2.	
3.	
4.	
5.	
6.	

<b>Beverage Menu</b>	
<b>Item</b>	<b>Price</b>
<b>Iced Tea (sample)</b>	<b>\$1.50/\$2.50</b>
1.	
2.	
3.	
4.	
5.	

**IMPORTANT REMINDERS:**

**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.**

*The Vendor shall be solely responsible for and shall keep, save and hold harmless Mainstage Center for the Arts and the Township of Gloucester, its staffing, employees, volunteers and agents from and against any and all claims, demands, suits, actions recoveries, judgements, costs and expenses in connection therewith on account of personal injury, loss of life, and damage and loss of real and personal property of any person, agency, corporation or government entity arising out of or in consequence of any acts or omissions of Vendor, his employees, agents and sub vendors, in connection with Vendor's participation in the 23<sup>rd</sup> Annual Blackwood Pumpkin Festival. By signing below you are agreeing to the terms and conditions of the festival.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>OFFICE USE ONLY</b>		
Application Received _____	# of spaces _____	Space # _____
Food Vendor Check # _____	Cash _____ Amount _____	Menu _____
_____ Certificate of Insurance	_____ Board of Health Certificate	_____ Fire Approval