



**Saturday, September 21, 2024 · 10 a.m. to 4 p.m. (rain or shine)**

## FOOD VENDOR RESERVATION FORM

(Please print clearly)

Group/Organization Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Please initial:

\_\_\_ I wish to reserve a space for \$100.

\_\_\_ Dimensions of self-contained booth/vehicle: \_\_\_\_\_ ft. by \_\_\_\_\_ ft.

\_\_\_ I understand that **no** electricity will be provided and that if I require it,  
I must use my own generator.

\_\_\_ I understand if I am using combustible materials to heat/cook food, I am required  
by the State of New Jersey to file a State Fire Permit.

*NOTE:* In an effort to provide a diverse offering of food at Community Fest, every effort is made to prevent duplicate offerings by vendors. Past participants have first priority on selecting the food they may sell. Your request will be reviewed upon receipt and you will be notified of approval. Once approved, there may be no substitutions for the food offering.

What food do you wish to sell?

1st Choice: \_\_\_\_\_

2nd Choice: \_\_\_\_\_

3rd Choice: \_\_\_\_\_

## Guidelines for Participation

**Food vendors are required to complete the Ewing Township Health Permit Application.** Applications are available at the Community Fest website ([communityfest.tcnj.edu](http://communityfest.tcnj.edu)) or visit [ewingnj.org/departments/health](http://ewingnj.org/departments/health) and fill out the online form. You must complete the permit application and return it with your food vendor application. Your one-day permit will be issued by Ewing Township at no cost on the day of the event after satisfactory inspection and must be on display at your booth.

If you are using combustible materials to heat or cook food, you are required by the State of New Jersey to file a State Fire Permit. It is the food vendor's responsibility to contact the Department of Community Affairs for the necessary permit application and to file that application in accordance with DCA rules. Fire marshals will be on-site on the day of the event to check for compliance. If you are not sure if you must have this permit, contact the DCA Division of Fire Safety at 609.633.6132. **There is a state fee associated with this permit, and it must be borne by the food vendor.**

I understand that this event will be held outdoors, rain or shine. No refunds will be given. I understand that all solicitation must be confined to my booth space. Vendors will be required to set up at their assigned space(s) and will not, under any circumstances, be allowed to set up their space outside of their assigned area. Understand that I must check in at my assigned time as designated in my confirmation packet, which I will receive in the first week of September, and I must remain on-site until breakdown at 4 p.m. We are able, however, to arrange for supply drop-off during the course of the day. Those details will be worked out as we get closer to the event. Please note that if you use charcoal, you/your business are responsible for safely removing the charcoal from TCNJ's campus. See the above paragraph regarding the special permit needed for charcoal usage.

I understand that we may be asked to leave the event if I or anyone associated with my group, company, business, partnership, or organization fails to comply with the rules and regulations outlined in the application packet. I certify that I am at least 18 years of age and authorized to execute this agreement on behalf of myself and my group, company, business, partnership, or organization. I also agree to indemnify and hold harmless the Community Fest Committee, the Township of Ewing, The College of New Jersey, their directors, employees, agents, representatives, servants, and anyone else connected with Community Fest from all damages, liabilities, costs, and expenditures, including attorney's fees and costs of defense, which may occur by reason of participation in Community Fest. I also give permission to the Community Fest Committee to use photographs of the booth and all personnel/volunteers associated with the booth to be used for, but not limited to, publications, event programs, magazines, and internet and television promotions. *The Community Fest Committee reserves the right to make changes to the guidelines.*

I have read, understand, and will comply with all the stated rules and regulations contained hereto.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send the completed form and check made payable to *Community Fest* to:

Community Fest  
c/o The Township of Ewing  
2 Jake Garzio Drive  
Ewing, NJ 08628

### FOR COMMITTEE USE ONLY

Date received: \_\_\_\_\_ Application number: \_\_\_\_\_