



Monroe
Township
Parks &
Recreation

TOWNSHIP OF MONROE

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

To: Music Festival Vendor
From: Monroe Township Parks and Recreation Dept.
2018 Music Festival on June 2nd

Dear Vendor,

It is that time again! We are preparing for our 8th Annual **"Monroe Township Music Festival."**

Over the last 8 years this event has grown and has now become a big favorite for our residents to look forward to. We had over 13,000 attendees last year and we look to exceed those numbers this year.

The date for this year's event will be Saturday, June 2nd (rain date is June 3rd)

We again will have plenty of music, amusements, games, raffles, food and fireworks for some **Good Old Fashion Fun.**

I have attached an application for you to review. Due to the overwhelming registration numbers last year, we may have to limit our vendors and have a cut-off. ***Make sure you get your registration in ASAP to assure a spot.**

If you have any questions, please feel free to contact me.

We look forward to another Great Night!

Sincerely,

Jim Bonder

Office (856) 728 1372
jbonder@monroetownshipnj.org

Fax (856) 875 2202

Cell (609) 440 1924
www.mtprnj.org



Policies/Regulations

1. All Vendors are required to register and provide payment in full prior to the day's 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 10:30 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.

(856) 728 -1372 office

(856) 875-2202 fax

(609) 440 1924 cell www.mtprnj.org

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

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**Monroe Township Parks and Recreation
Music Festival
Registration Form
Saturday, June 2, 2018 (Rain Date – Sunday, June 3, 2018)**

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'x12') _____ \$40.00 Double Space (10'x24')

* 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, 2018 or June 3, 2018 (rain date).

Exhibitor's Signature: _____

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

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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: _____

Check or Money Order # _____

Amount Received: _____