



September 8 & 9, 2012
Main Street between
10th & 12th Avenues
BELMAR, NEW JERSEY

FOOD VENDOR APPLICATION

Vendor Name:	
Contact Name:	
Telephone:	Cell Phone:
Email:	Web:
Address:	

MENU ITEMS (food & beverages)	PRICE

Limit eight (8) items per booth. Reserve additional booth space for expanded menu items.

EQUIPMENT RENTAL (PER EVENT)	QUANTITY	PRICE	TOTAL
<input type="checkbox"/> No tent table or chair rental required <i>initial here</i>			
10'x10' tent to cover booth		\$265.00	
15' x15' tent to cover booth		\$365.00	
Tent sidewalls, 8' x 30'		\$48.00	
8' table		\$12.00	
Chairs (each)		\$2.50	
Additional equipment available upon request			
subtotal			
Add 7% tax			
Belmar Vendor registration fee		\$500.00	
Vendor Registration fee – other (\$500 when paid before 7/20)		\$750.00	
Sanitation Deposit (separate check to be returned upon satisfactory post-event inspection)		\$100.00	
Amount Enc: <i>Check or money order payable to Patti Baxter & Associates, LLC</i>		TOTAL	



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VENDOR CHECKLIST	DATE DUE	RECEIVED
Check payable to Patti Baxter & Associates, LLC	ASAP	
Vendor information sheet--due with payment	WITH PAYMENT	
Logo file & short blurb- email to patti@sparkmybiz.com	WITH PAYMENT	
Monmouth County Temporary Food License form- send to PB&A	4 weeks prior to event	
Proof of valid NJ DCA Fire Permit <i>or</i> \$42 check payable to Dept. of Community Affairs-send to Spark	4 weeks prior to event	
DCA NJ Fire Permit application send to Spark	4 weeks prior to event	
Proof of insurance arranged- send to Spark	4 weeks prior to event	

NO ELECTRICAL SERVICE PROVIDED

NO WATER PROVIDED

Vendors will be provided a 10' x 15' space on Main Street during the festival.

Vendors needing electricity will have to provide "whisper" generators.

Vendors will be responsible for any trash/grease removal from their sites.

Food Vendor space is \$750.00; \$500 for Belmar-based vendors and vendors paid prior to 7/20/12.

Space is limited. Please return this form with check made out to Patti Baxter & Associates, LLC (PB&A).

Reservations will be accepted on first-paid basis.

GENERAL FOOD VENDOR INFORMATION

- To reserve your spot, completed application must include vendor registration fee. Acceptance will be based in part on a first-come, first-accepted basis. If not chosen to participate in event(s), your check(s) will be returned promptly. **BELMAR RESTAURANTS and/or reservations prior to JULY 20: \$500**
- Vendors are prohibited from selling alcoholic beverages.**
- Vendor area:** Each vendor will be allotted an approximately 10' x 15' area. You must bring all necessary cooking and serving equipment. You may bring your own tent or approved vehicle, or arrange to rent tents and equipment (see order /payment form.) Equipment deliveries must be pre-arranged. Please note: tents cannot be anchored with stakes as area is on cement/asphalt.
- Promotional materials:** Bring restaurant banners, menus and coupons to display at your site. Remember that vendors who promote their presence at the event in advance through on-site signage, websites, e-blasts and social media benefit in food sales. All vendors are asked to send logos and a short blurb about your eatery/festival menu items for use in event promotion.
Festival Hours: noon – 10 pm Saturday; noon-6 pm Sunday. .
- Location:** You will be informed of your specific location upon arrival at site..
- Set up:** Begins Saturday 8 am.. Set up must be completed by 10 am for inspection by fire inspector and health department.
- Signage:** Restaurants may display banners at their locations and are responsible for providing their own menu signage within their booths.
- Garbage/Grease:** Vendors must arrange for their own grease and garbage removal.
- Power:** Cooking with propane, charcoal and electric power is permitted. No gas or propane generators will be permitted; only "whisper generators" are allowed.
- Weather:** The festival goes on rain, shine and/or wind, so be prepared.



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- **Acceptance of vendors:** Consideration of vendors will be on a first-come, first paid basis, with preference to Belmar restaurants/chefs. Festival organizers reserve the right to make all decisions regarding acceptance of vendors into the festival. Festival decisions are final.

Don't delay - Space is limited. Benefits of participating -UNLIMITED!

FIRE INSPECTION: All vendors must have a valid (unexpired) NJ DCA Fire Permit issued by the **NJ Division of Fire Safety**. **DCA Cooking, Vendor; Tent & Canopy Guidelines, Bulletin:2006-01** and **Application for Permit** are attached (\$42 fee to NJ DCA required). Cooking vendors are responsible for providing their own **CLASS K PORTABLE FIRE EXTINGUISHER(S)** approved for their type of operation. The Fire Inspector will arrive at 8:00 am Saturday to begin inspections.

HEALTH INSPECTION: The Monmouth County Health Department, in accordance with existing local ordinance, will require that all participants obtain a Temporary Food Permit issued by the department to cover your operation (see application attached). A complete copy of the new regulation is available for your convenience at the NJ Department of Health & Senior Services website: <http://www.state.nj.us/health/eoh/foodweb> . If you have any questions to this matter please feel free to contact Monmouth County Health Department at 732-431-7456. The Health Inspector will arrive at 9:00 am Saturday to begin inspections. **The festivals cannot begin until all vendors have passed Fire and Health inspections. Please cooperate by being ready for inspection as early as possible.**

LIABILITY AND INSURANCE: By agreeing to participate in this event, you agree to indemnify San Gennaro at the Jersey Shore, Borough of Belmar and Patti Baxter & Associates, LLC, and to hold them harmless from any liability in connection with event activities.

You must provide proof of comprehensive general liability insurance including the so-called "broad form of endorsement" in an amount of at least one million dollars. Proof of such insurance, naming San Gennaro at the Jersey Shore, Borough of Belmar and Patti Baxter & Associates, LLC as additional insured **MUST** be provided to Spark by April 30, 2011. Fax proof to 732 747-4459 or mail to Spark at 152 Broad Street, Red Bank, NJ 07701.

TENTS, TABLE, CHAIR RENTALS : P&BA will arrange tent, table and chair rentals including the delivery, installation and return of these items, for vendors that need these items. All rental items will be set prior to 8 am on Saturday of event. Prices include installation, break-down and return. Reservations and payments must be made in advance through Spark (See registration form). Note: tent stakes may not be driven into pavement. Weights must be used to secure tents brought by vendors.

REFUNDS: Vendor acknowledges and agrees that the event organizers shall not be obligated to issue refunds of vendor fees under any circumstances. Festival organizers are not liable or responsible for delays, cancellation or postponement of the festival or events within the festival due to inclement weather, war, government action, strikes or other matters beyond their control.

REGISTRATION: Send the completed registration form with payment for fees and rentals (credit card, check or money order payable to Patti Baxter & Associates) to San Gennaro Festival c/o Spark, 152 Broad St, Ste.2, Red Bank, NJ 07701. Please include NJDCA Div. of Fire Safety Application for Permit with \$42 permit application fee (check or money order payable to NJDCA) and the Monmouth County Temporary Food License form to Spark. **DO NOT send permit applications to NJDCA or to Monmouth County.**



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Contact Patti Baxter at patti@sparkmybiz.com or 732-747-4449 with any questions.

This form must be completed and returned with a check or credit card information in the amount of your total registration fee. **VENDORS ACCEPTED ON FIRST COME, FIRST SERVED BASIS.** Checks can be made payable to Spark Market Solutions LLC. Forms with credit card information can be faxed to 732.747.4459 or mailed to our office. Please mail checks to:

San Gennaro Festival c/o Spark
152 Broad Street Suite 2
Red Bank, NJ 07701

Don't delay - first 10 vendors receive priority

PAYMENT: Amount Enclosed \$ _____ ☐ CHECK ☐ VISA/MASTERCARD/AMERICAN EXPRESS

Card No. _____ Exp. Date ____ / ____ Sec. Code _____

Signature _____