



# 23<sup>rd</sup> Annual Autumn Lights Festival

## Food Vendor Contract

Event date: Saturday, October 14, 2017 (Heavy rain date: Sunday, October 15, 2017)

Thank you for choosing to exhibit as a food vendor at the 23rd Annual West Milford Autumn Lights Festival.

The Autumn Lights Festival works to ensure that there is a diverse range of vendors, civics, and food at the festival. We cannot however guarantee that any one or all the products from your offering will be unique to the festival. The street festival spans over a quarter mile necessitating the duplication of some offerings to serve over 25,000 people.

Vendor registration dates:

**April 15 thru May 31, 2017** – Vendors who participated in the 2016 Autumn Lights Festival will have **first right of refusal over the spot they had the previous year.** *You will not be able to choose a new spot, you will be assigned a new space by the committee.*

**June 1, 2017 thru August 31, 2017** – Open registration. Spaces not requested by returning vendors **WILL BE** assigned to new vendors. No exceptions.

To streamline your registration process, please use the checklist below. Each of the required items is listed to ensure all necessary information has been submitted with your contract. **NOTE: If all the necessary information is not received with your registration contract, your paperwork will be returned to you and you will not be registered for the event.**

**RETURN THE FOLLOWING DOCUMENTS WITH YOUR REGISTRATION CONTRACT (ALL DOCUMENTS MUST BE SUBMITTED OR CONTRACT WILL BE RETURNED):**

- COMPLETED 2017 GENERAL RELEASE
- \$190.00 CHECK MADE PAYABLE TO: "TOWNSHIP OF WEST MILFORD" REPRESENTING PAYMENT FOR FOOD PERMIT (\$40) AND SPACE (\$150 PER 10' x 10' SPACE) EACH ADDITIONAL SPACE IS \$150.
- COMPLETE HOLD HARMLESS AGREEMENT
- WM TOWNSHIP TEMPORARY RETAIL FOOD ESTABLISHMENT APPLICATION
- CERTIFICATE OF INSURANCE (ALL FOOD VENDORS MUST SUBMIT)

If you have any questions, please e-mail us at [info@autumnlightsfestival.com](mailto:info@autumnlightsfestival.com).

Thank you for your cooperation and we look forward to having you as one of our vendors!



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## FOOD VENDOR REGISTRATION

In cooperation with the Township of West Milford  
Autumn Lights Committee

1614-0 Union Valley Road, PMB 108, West Milford, NJ 07480

E-mail: [info@autumnlightsfestival.com](mailto:info@autumnlightsfestival.com)

Website: [www.autumnlightsfestival.com](http://www.autumnlightsfestival.com)

Received: \_\_\_\_\_

Conf# \_\_\_\_\_

Check #: \_\_\_\_\_

Amount: \_\_\_\_\_

# of Spaces: \_\_\_\_\_

Space Location: \_\_\_\_\_

**EVENT:** A Celebration of West Milford! The 22nd Annual Autumn Lights Festival is capitalizing on its success and growth. The Festival will feature local vendors & craftsmen, 4H Exhibits, Carnival rides& games, food court, local bands, and many local business displays and so much more. . .

**DATE:** **Saturday, October 14<sup>th</sup>, 2017** **10am - 5pm** (Set-up begins at 7:00am)  
(Heavy rain date: Sunday, October 15<sup>th</sup>)

**PLACE:** Union Valley Road, Between Shoprite and Bearfort Shopping Plaza

**COST:** \$190.00 (non-refundable) for 10' X 10' space and Temporary Food Handlers License (attached) included with the Food Vendor Agreement. Additional space is available in 10' spaces for \$150 for each additional 10'.

Check made payable to: **"Township of West Milford"**

Complete bottom portion, Hold Harmless Agreement, sign & date release on page 2, complete the Temporary Food Handlers application and mail with check to:

**West Milford Autumn Lights Festival Committee**  
**1614-0 Union Valley Road, PMB 108**  
**West Milford, New Jersey 07480**

FOOD VENDOR REGISTRATION					
Name of Business/Vendor					
Contact person					
Street Address					
City		State		Zip	
Telephone		Cell			
E-mail					
Food Product description					

***DEADLINE: All contracts must be received by: August 31, 2017***



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## Food Vendor Registration

- 10' X 10" space will be provided (larger spaces are available, please contact us for info).
- Sellers must provide tables, chairs, and tents. All garbage must be put into dumpsters.
- Canceled check serves as your receipt.
- No refunds are available and we do not guarantee locations.
- Electric and Water is **NOT** available (generators allowed with fire department prior approval and permit).
- We are not responsible for lost, stolen or broken merchandise.
- The event is open to sellers of varied food types (subject to approval)
- No alcoholic beverages, fireworks, pornographic/sexual material, or offensive material, etc. (ALF Committee reserves the right of refusal to participate).
- Food Vendors must provide all necessary permits as required by law.
- All necessary permits/licenses from the Township of West Milford Board of Health are included in this packet. All documents must be submitted well in advance of the event and must be posted day of the event.
- Contact the West Milford Board of Health Department at (973) 728-2720 for food handling questions. The Board of Health officials will be inspecting all food vendors the morning of the event. ***ALL permits must be in place by September 1<sup>st</sup>.***
- **Contact West Milford Fire Department at (973) 728-2840 to obtain the necessary guidelines and permits for propane, generators, and other equipment.**
- A valid Certificate of Liability Insurance must be submitted naming "West Milford Township" as loss payee. ***THIS MUST BE SUBMITTED WITH YOUR CONTRACT.***
- There is limited space for this event therefore the ALF Committee reserves the right to limit or refuse duplicate vendors. (Space assignment will be on first come first serve basis for duplicate vendors/businesses)
- Limit 2 cars per space per drop off. Additional cars will be directed to designated public parking areas.
- ***DEADLINE FOR ALL VENDOR/BUSINESS CONTRACTS IS August 31<sup>ST</sup>, 2017.***



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## 2017 FOOD VENDOR GENERAL RELEASE

(Vendor/Business Name) \_\_\_\_\_ has agreed to rent booth space as part of the 23rd Annual Autumn Lights Festival for the sum of \$ 150.00 per 10'x10' space + \$40 for food permit non-refundable and in consideration thereof agrees to indemnify and hold harmless the Township of West Milford, its employees, and all participating committees and volunteers from any and all damages, claims, liabilities or judgments arising from the undersigned's activities engaged in during the dates above including but not limited to the reimbursement of any and all costs of litigation, including reasonable attorney's fees incurred in defense of an action against the Township of West Milford. My signature verifies that I have read and am in agreement with the rules and regulation set forth in this contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## Hold Harmless Agreement & Insurance Requirements For use of Township of West Milford Property or facilities

For and in consideration of the use/rent of Union Valley Road Street Fair,  
(name of facility)  
West Milford, NJ 07480.

On the following dates: Saturday, October 14<sup>th</sup>, 2017, for the purpose of: the 23<sup>rd</sup> Annual West Milford Autumn Lights Festival, **the undersigned agrees to Indemnify and hold harmless the Township of West Milford its officials, agents, and employees and/or volunteer workers** from any and all injuries, damages, liability, claims, costs and attorneys fees arising out of the use of said premises or property referenced including any losses or damages arising from the acts or omissions of any family member, agent, vendor, guest, participant, visitor, employee, servant or other person attending or working the event herein referred to.

This Agreement shall remain in full force and effect for any continued, additional or postponed date(s) for event indicated.

The Township of West Milford reserves the right to cancel or interrupt the event if the representations set forth herein and on application, or guidelines for use of said property are not adhered too or if the Township determines that a situation that might lead to personal injury, property damage or violation of law exists.

Type of Organization (check one):

Individual  LLC  Partnership  Non-Profit  Corporation  Public Entity

\_\_\_\_\_  
Name of Individual or Organization (PLEASE PRINT)

\_\_\_\_\_  
Position (\_\_\_\_\_) Telephone #

\_\_\_\_\_  
Address (not PO Box)

X\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
PRINT Name E-mail



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## Township of West Milford

Department of Health  
1480 Union Valley Road, West Milford, NJ 07480-1303  
(973) 728-2720 Fax: (973) 728-2847  
[Health@westmilford.org](mailto:Health@westmilford.org)

### AUTUMN LIGHTS FESTIVAL TEMPORARY RETAIL FOOD ESTABLISHMENT APPLICATION

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

Email Address: \_\_\_\_\_ Tel#: \_\_\_\_\_

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

Permanent Food Establishment Name & Address: \_\_\_\_\_

\_\_\_\_\_ (Copy of permanent Retail Food Establishment License and inspection report required if **not** located in West Milford Township.)

*As per N.J.A.C. 8:24-3.2 (a)2. Food prepared in a private home shall not be used or offered for human consumption in a retail food establishment. (Exception: Nonprofit Bake Sales)*

List the foods that will be sold and preparation method:

Food Item: _____	Prep. Method: _____
Food Item: _____	Prep. Method: _____
Food Item: _____	Prep. Method: _____
Food Item: _____	Prep. Method: _____
Food Item: _____	Prep. Method: _____

Source of ice: \_\_\_\_\_

Source of water: \_\_\_\_\_

What equipment will be used to maintain food temperatures at or below 41 degrees F? \_\_\_\_\_

What equipment will be used to maintain food temperatures at or above 135 degrees F? \_\_\_\_\_

(A continuous, consistent heat source such as that from gas or electric equipment is required NO wood, charcoal, or sterno's.)



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Source of electricity if provided? \_\_\_\_\_

In the following space, provide a layout drawing of the Temporary Food Establishment. Identify and describe all equipment including cooking and cold holding equipment, handwashing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.

- Handwashing facilities must be provided at your booth. A 5-gallon insulated container of warm water (100 degrees F.) with spigot that can lock in the open position, a wastewater bucket, soap & paper towels are required.
- Overhead protection (tents) and dust and mud control for dirt or gravel areas (mats, platforms or mulch) must be provided.
- A stem-type thermometer is required if you serve potentially hazardous food
- **Application must be submitted at least two (2) weeks prior to the event**

***As per the Code of the Township of West Milford Chapter 163-2: It shall be unlawful for any person to conduct a retail food establishment without complying with all the provisions of the retail food establishment provisions of the State Sanitary Code as set forth in N.J.A.C. 8:24-1.1 et seq.***

\_\_\_\_\_  
Signature of Applicant

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