



23rd ANNUAL AUTUMN LIGHTS FESTIVAL

Vendor Contract

Thank you for choosing to participate in 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 can not 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 20,000 visitors.

Important Vendor Registration Dates:

April 15, 2017 to 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. New spots will be assigned on a first come first served basis.

June 1, 2017 to August 31, 2017 – Open registration. Spaces not requested by returning vendors **WILL BE** opened on a first come first served basis to new vendors. No exceptions. **ALL CONTRACTS MUST BE RECEIVED NO LATER THAN AUGUST 31, 2017.**

In order 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 necessary documentation is not received with your registration, your paperwork will be returned to you and you will not be registered for the event until all documents have been completed.**

Please return all the following documents included with your registration contract:

- COMPLETED 2017 GENERAL RELEASE**
- CHECK MADE PAYABLE TO: "TOWNSHIP OF WEST MILFORD"**
- COMPLETE HOLD HARMLESS AGREEMENT**

If you have any questions, please e-mail us at info@autumnlightsfestival.com.

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



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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
 Website: www.autumnlightsfestival.com

Received: _____
Conf# _____
Check #: _____
Amount: _____
of Spaces: _____
Space # _____

EVENT: A Celebration of West Milford! The 23rd Annual Autumn Lights Festival is capitalizing on its success. The Festival will feature local vendors & craftsmen, 4H Exhibits, dance demonstrations, rides, food vendors and many local civic and business displays as well as live music provided by local bands. . .

- DATE:** **Saturday, October 14th, 2017 - 10am to 5pm** (Set-up begins at 7:00am)
 (Heavy rain date: Sunday, October 15th)
- PLACE:** Union Valley Road (*Intersection of Marshall Hill Road to Bearfort Shopping Plaza*) West Milford NJ 07480
- COST:** \$75.00 (**non-refundable**) for each **10' X 10'** space (larger space is available)

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

Mail completed forms to (we **DO NOT** accept email copies):

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

Specify Merchandise: <input type="checkbox"/> Merchandise <input type="checkbox"/> Business or Services <input type="checkbox"/> Other _____					
Bringing Tent	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bringing Generator	<input type="checkbox"/> Yes <input type="checkbox"/> No	Trailer**	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Business/Vendor					
Contact person					
Street Address					
City		State		Zip	
Telephone		Cell			
E-mail (must provide)					
Merchandise description					

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

****All trailers must be disclosed and approved. Location will be assigned based on space requirements.**



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- 10' X 10" space will be provided (larger spaces are available, please contact us for info). Your tent must not extend past the 10' space.
- Your canceled check serves as your receipt.
- No refunds will be issued. There are no guaranteed locations.
- Tables, chairs, electric and water is *NOT* provided. Vendors can request to bring a generator; however, the WM Fire Department must approve it. (*Vendor is responsible for contacting WM Fire Marshall for approvals*).
- We are not responsible for lost, stolen or broken merchandise.
- The event is open to sellers of varied merchandise (*subject to approval*).
- Home baked goods or food items (subject to approval) you are responsible for acquiring all necessary permits/licenses from the Township of West Milford. These permits must be applied for well in advance of the event. Contact the West Milford Board of Health Department at (973) 728-2720 and the West Milford Fire Department at (973) 728-2840 to obtain the necessary guidelines and applications. ***YOU ARE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS!***
- No alcoholic beverages, Silly String, fireworks, pornographic/sexual material, or offensive material, etc. The Autumn Lights Festival is a family friendly event and reserves the right of refusal for all questionable vendors.
- Insurance Hold Harmless Agreement & Requirements are to be submitted with food or live animal vendors. No one can participate without all signed agreements on file.
- There is very limited space for this location, 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 vendor space for parking.*** All vendors must park in assigned areas. Additional cars will be directed to designated public parking areas.
- ***DEADLINE FOR ALL VENDOR/BUSINESS CONTRACTS IS August 31ST, 2017.***

2017 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 \$ _____ (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 14th, 2017, for the purpose of: the 23rd 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

Position (_____) Telephone #

Address (not PO Box)

X _____
Authorized Signature Date

Print Name E-mail