



Old Bridge Day

Old Bridge Municipal Complex, Old Bridge NJ

Vendor Rules and Policy Form

September 23, 2023 – 12 PM – 5 PM

Application Deadline 9/15/23

Description of Event:

- Outdoor Festival at the Old Bridge Municipal Complex, Old Bridge, NJ – Rain or shine
- Saturday September 23, 2023 - 12 PM until 5 PM.
- Free Admission to the public. All day entertainment, kid's games, and contests.
- Attendance in 2022— over 4,000.
- For information contact; Old Bridge Parks & Recreation 732-721-5600 Ext. 4999 Lisa Valsera Lvalsera@oldbridge.com or Brianne McManus Bmcmamus@oldbridge.com Facebook Page; Old Bridge Township & Old Bridge Township Virtual Recreation

Festival Information and Requirements:

Please read carefully.

- Booth space are 9 x 12; **fees are as follows:**
 - **Craft/Retail:** \$35.00 per space
 - **Corporate/Business:** \$125.00 per space
 - **Game Trailer:** \$100.00 per space
 - **Non-Profit:** \$0.00 Old Bridge based with proof of 501C
- All vendor location requests will be considered on a first come - first serve basis and honored if possible.
- You must provide your own tent, tables, etc. They are available to rent on a limited basis, information in on the application.
- Please provide a detailed description of your booth items on the form (attach an additional sheet if necessary) and, if possible, attach photos of sample items.
- Food Vendor: Due to logistics of food vendor set-up, you are asked to check in between 9 AM – 10 AM Due to safety issues, food vendors who arrive after 10 AM may be assigned an alternate location.
- All other vendors must check-in between 9:30 AM – 11:00 AM. Due to safety issues, arrivals after 11:00 AM will forfeit pre-assigned booth location and be assigned an alternate location.
- Vehicles will not be allowed in the festival area after 11:15 AM. and all vehicles must be removed from festival grounds by 11:30 AM.
- Booths must be completely set-up by 11:45 AM. The festival requests that all vendor booths remain open until 5:00 PM Absolutely no vehicles will be permitted in or out of the festival grounds until 5:00 PM All vehicles will require an escort.
- Vendors will have from 5 PM – 6:30 PM to pack-up. All vendors must be off festival grounds by 6:30 PM
- To prevent accident or injury, any vendor wishing to leave early MUST notify a festival official. With permission, booths that can be packed-up and “walked-out” will be allowed to do so. **No vehicles will be allowed on the festival grounds before 5:00 PM**
- The vendor is responsible for leaving the vendor area in the condition that it was originally received, i.e., removal of all debris such as boxes and trash.
- Each applicant will receive a confirmation letter, your space number, a map and directions; via email the week of the event.
- This event occurs rain or shine! Be prepared for wind, rain and/or heat/cold.
- All vendor fees are non-refundable.
- All vendors are required to show proof of liability insurance and read, and sign attached waiver. Please fill out vendor registration completely.
- Absolutely no unattended vehicles may be left on the festival grounds the night before the festival.
- We reserve the right to prohibit vendors from selling or displaying inappropriate merchandise such as pornographic material, silly string, drug paraphernalia and anything else deemed inappropriate.
- Duplication of goods and food are permissible but will be limited: there is no exclusivity!
- The Township of Old Bridge, is not responsible for the loss, theft, or damage to any property.
- Vendors must have replacement cost insurance for all personal property. Vendor assumes full liability for protecting care and maintenance of your property. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

I have read and agree to all Old Bridge Day rules and policies:

Please keep a copy of this for yourself.

Name (Printed): _____ Signature: _____

Business Name: _____ Date: _____

OLD BRIDGE DAY FESTIVAL VENDOR WAIVER AGREEMENT

As partial consideration for the Township of Old Bridge, (hereafter known as "Old Bridge Day ") all of the participating staff, volunteers and contracted employees or businesses, providing (Vendor name)

_____ (Business Name) _____

("hereafter known as "Participant") of with the opportunity to participate in Old Bridge Day on September 23, 2023.

I, _____ , with an address of

_____, as representative, for myself , my business, and on behalf of my spouse, partner/s, and all my employees and or representatives, hereby covenant and agree that "Participant" and I will abide by all rules and regulations of the "Old Bridge Day " applicable to participation in of "Old Bridge Day " I acknowledge and agree that there are foreseeable and unforeseeable risks inherent in participation in outdoor events and that of "Old Bridge Day" makes no representation or warranty regarding any risks or hazards, or lack there of, associated with participation in Old Bridge Day, and release of "Old Bridge Day", it officials, departments, employees, volunteers, contractors, insurers, its owners, employees, volunteers and subcontractors from and against all claims, losses, costs and damages arising from Participant's participation in the Program. also represent, covenant, and agree that I the participant and all representatives of said participant have been cleared by his/her physician to participate in Old Bridge Day and further, that if Participant including all representatives of said participant suffers any injuries or damages as a result of his/her participation in the Old Bridge Day, my sole remedy shall be to turn any associated medical bills over to my health insurance carrier for payment. I further agree that if a medical emergency should arise and I cannot be reached immediately at the contact numbers listed below, I hereby grant emergency medical personnel to take whatever steps he or she deems necessary to safeguard the welfare of Participant and all representatives.

"Old Bridge Day" reserves the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall defend, save and hold harmless , "Old Bridge Day " their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by "Old Bridge Day " or any sponsoring agents. Exhibitors must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting care and maintenance of exhibitor's property.

ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE, EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.

Date: _____

(Printed name and signature of Vendor/Business Owner

Vendor/Business Owner Contact Information:

Cell Phone: _____

Home Phone: _____

Emergency Contact Name and Number: _____