



OKTOBERFEST

EVENT DATE: Sunday, October 2, 2016
Rain Date: October 16, 2016

LOCATION: Veterans Park, Hamilton Township NJ

EVENT TIME: October 2, 2016 – 11am – 5pm

SET-UP TIMES: October 2, 2016 – 8:00am

APPLICATION DEADLINE: August 19, 2016

OR until capacity is reached

CATEGORIES & FEES:

- a. **CRAFTERS – Fee \$60.00**
 - a. A crafter is described as one who makes their own original and homemade merchandise.
 - b. Any crafter selling edible merchandise **must have a food permit.**
- b. **DEMONSTRATOR – Fee \$100.00**
 - a. Examples: Avon, Tupperware, Origami Owl, Tastefully Simple, party/catalog sales, manufactured jewelry, etc.
 - b. This category also includes crafts that are homemade but not necessarily by the crafter.
- c. **ACTIVITY CRAFTER - \$100.00 per stand**
 - a. Spin art, Sand art, Face-painting_ (Moonbounces are NOT included in this category)
- d. **NON-PROFIT FOOD VENDOR - Fee \$75.00** (one stand only per group allowed)
 - a. **May ONLY sell pre-packaged drinks and snacks (candy, chips, etc). CANNOT sell meal type food items (i.e. sandwiches, hotdogs, etc.)**
 - b. Groups should be prepared to provide 501c3 copy.
 - c. Activity Required. See notes under “Information / Instructions,” on page 2.
- e. **NON-PROFIT DISPLAY – Fee \$50.00**
 - a. Groups should be prepared to provide 501c3 copy.
 - b. School, Scout, and Athletic groups are **required** to do an activity. See notes under “Information / Instructions,” on page 2.
- f. **SMALL BUSINESS – Fee \$500.00**
 - **Cannot be a corporate business. Corporate businesses must complete a sponsorship application.**
- g. **POLITICAL GROUPS – \$75.00**
 - a. Activity Required. See notes under “Information / Instructions,” on page 2.
 - b. Please note: **No solicitation.** Information may displayed at your table for public to take.



Kelly A. Jacobs
MAYOR

APPLICATION DETAILS

- All applications will be reviewed and screened prior to acceptance
- **Hamilton Township Recreation reserves the right to:**
 - **Limit the amount of participants in each category.**
 - **Reject any application**
- Please note that neither past participation nor applying, guarantees acceptance into the festival.
- If you are accepted, an information packet will be sent to you in late August. This packet will include your space number and parking information. If your application is not accepted, your fee will be returned.
- **All groups will be categorically grouped based on the layout of the event.** Location requests will not be guaranteed.
- If you are asked to leave the event due to breach of rules, your fee will not be reimbursed.

Event Information / Instructions

- All applications must be accompanied by a **full detailed list** of the items you are planning to display/sell, samples of same, and a booth description.
 - **Crafters** must supply (2) photos of goods (Not needed if a returnee)
 - **Applications will not be considered without these items.**
- All non-profit display groups and non-profit food vendors **MUST** include a copy of their 501c3 status.
- Food Vendors (profit & non-profit):
 - Must include product fees
 - Are required to have proper Health & Fire Permits.
 - **FOOD PERMIT at the Health Dept (609) 890-3828**
 - **If you are using a tent, and /or propane, you must also obtain a FIRE PERMIT from Nottingham Fire Company (609) 890-9834.**
- A festival participant displaying or selling material not previously agreed upon will be asked to stop. Failure to do so will result in removal from the event, forfeit of entry fee, and may jeopardize your participation in future events.
- **One (1) parking spot for a car or small truck which is no longer than ten (10) feet high will be given for each paid location.**
- **SPACE FRONTAGE**
 - **Crafters / Activities / Displays 12'**
 - **Food Vendors 15'**
- **No admittance into park after 10am on October 2nd, 2016.** Once you have entered the park with your vehicle, you will not be permitted to leave or re-enter.
- **You are required to bring your own tables, chairs, canopies, etc. THEY WILL NOT BE SUPPLIED BY HAMILTON TOWNSHIP.**
- **Electricity will NOT be provided.** If using a generator it must be quiet and odorless.
- **Attention all Non-profit food vendors, School, Scout, Athletic and Political groups:**
 - *In order for your group to participate, you must provide a community based interactive activity. You may ask for a nominal donation to participate in your activity, or you may choose to sell pre-packaged snacks*. (*If you are choosing to sell snacks in addition to your activity, you must register as a non-profit food vendor.) **All activities should first be discussed with the Recreation office PRIOR to registering.***



OKTOBERFEST

Veterans Park

October 2, 2016

(Rain Date: October 16, 2016)

EVENT APPLICATION PARTICIPANT

Name of Organization/Business: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Cell: _____

E-MAIL: _____

DESCRIPTION OF DISPLAY/ACTIVITY: Attach additional sheets & photos as necessary:

REMINDER: IF YOU ARE A NON-PROFIT YOU MUST PROVIDE A COMMUNITY ACTIVITY TO THE PUBLIC!!!

CHECK CATEGORY:

Crafter (\$60) _____

Demonstrator (\$100) _____

Activity Crafter (\$100) _____

Non-Profit Display (\$50) _____

Small Business (\$500) _____

Non-Profit Food (\$75) _____

Political Group (\$75) _____

PLEASE READ AND SIGN CONTRACT ON REVERSE SIDE OF APPLICATION

Return application & required paperwork, with proper fee TO:

HAMILTON TOWNSHIP RECREATION

2388 KUSER ROAD

HAMILTON NJ 08690

TOWNSHIP OF HAMILTON SPECIAL EVENTS RULES & REGULATIONS CONTRACT

Please read contract and sign

- a. Literature MAY NOT be distributed, *but can be placed on table for the public to take*. Individuals must take the literature on their own free will.
- b. **UNDER NO CIRCUMSTANCES, MAY ANYONE FROM YOUR ORGANIZATION ENGAGE IN CONVERSATION OR APPROACH A MINOR.**
- c. A festival participant displaying material not previously agreed upon will be asked to stop. Failure to do so will result in removal from the event and may jeopardize your participation in future events.
- d. Donations, tips, raffles, etc., will not be permitted without pre-approval from Recreation Department.
- e. A backdrop with the name of your organization will be the only form of advertising allowed. It must be displayed within your space.
- f. You are required to bring your own tables, chairs, canopies, etc. All props or lattice backdrops must be contained within your designated area.
- g. A clear description of all items to be exhibited or sold with prices must accompany each application or it will be returned.
- h. **No admittance into park after 10:00am Sunday, October 2nd 2016.**
 - Once you have entered the park with your vehicle, you will not be permitted to leave or re-enter.
- i. All participants must stop selling at 5:00pm.
- j. **You may not breakdown or leave until the event has ended. If you attempt to leave before 5pm, you will not be allowed to participate in future Hamilton events.**
- k. Radios, tape players, etc. will NOT be permitted.
- l. **Flea Market and novelty** vendors are not allowed.
- m. **ELECTRICITY IS NOT AVAILABLE. GENERATORS WILL ONLY BE PERMITTED IF THEY ARE SMALL AND ODORLESS.**
- n. **PLEASE NOTE THAT ANY PARTICIPANT WHO BREACHES THIS CONTRACT WILL BE PROHIBITED FROM SELLING THEIR PRODUCTS, WILL NOT RECEIVE A REFUND, AND (DUE TO THE TREMENDOUS CROWDS), WILL NOT BE ALLOWED TO LEAVE THE PARK UNTIL THE CLOSING OF THE EVENT.**

READ AND SIGN THE FOLLOWING: The undersigned applicant understands the conditions under which he/she will allowed to exhibit in the Oktoberfest on October 1 & 2 2016 (RAIN DATE 10/15/16 & 10/16/2016) and has read all instructions and rules and agrees to abide by same. If chosen to participate in the festival, the undersigned agrees for his/her administrator and assigns, to release, discharge, indemnify and hold harmless the Township of Hamilton their assigns, agents, and employees of and from all claims, demands, action or cause of action, which may hereafter exist by reason of any damage, loss or injury which may be sustained by the undersigned in consequence of being allowed to participate in the Annual Oktoberfestat Veterans Park.

SIGNATURE: _____ **DATE:** _____
