



Event Information

Name: Bergen Apple Fest 2018

Location: 298 Academy Street, Jersey City, NJ 07306 (The Apple Tree House)

Date: Saturday, November 3rd

Time: 12pm-3pm

Vendor Set-Up Time: 10am to 11:30am

Vendor Break-Down Time: 3pm to 4pm

Check-In Information

- Check in with Cultural Affairs Member.
- The event location is on Academy Street off Bergen Avenue West of C-Town Supermarket.
- The main gate of 298 Academy Street will be open for food vendors to enter and set-up, no parking is available in the parking lot.
- Expect traffic delays and allow for travel time.
- Placement at the event is on a “first come, first serve” basis.

Vendor Break-Down Information

- Vendors will be responsible for keeping their area tidy throughout the event. All boxes and garbage bags should be placed in designated area or dumpster.
- Vendors are required use cooking oils & coals from the premise.

Vendor Fees

- The Vendor Fee is \$50. The fee must be submitted in the form of a Certified Check payable to the **Jersey City Landmarks Conservancy**, when submitting the application.

Vendor Initials _____





Vendor Information

Vendor Time Line

- Event time is from 12:00pm to 3:00pm. Vendors are required to stay and sell goods for the duration of the event.
- The Office of Cultural Affairs & Bergen Square Historical Society will finalize all applications upon approval of your vendor application, the Office of Cultural Affairs will issue a confirmation and provide a map of 298 Academy Street (The Apple Tree House) with parking instructions. At which time your vendor check will be deposited.
- Set-up: Starts at 10:00am to 11:30am
- Check-in: Please locate the Cultural Affairs staff member upon arrival and proceed to your assigned vending spot.
- Unloading: Unload at designated area per the Office of Cultural Affairs instructions.
- Parking: If you need additional parking for staff, notify the Office of Cultural Affairs at time of application, and we will make arrangements.
- Break-Down: Begins at 3:00pm and ends at 4:00pm.

Vendor Rules

- A price list of available items must be posted on-site, and must be consistent with the list provided as part of the VENDOR APPLICATION to the Office of Cultural Affairs.
- No balloons or inflatables will be permitted.
- Any advertising signage is limited to your assigned space. No other signs may be posted on the property.
- All vendors must wear clearly visible company identification while onsite.
- No alcohol will be allowed for sale/consumption by vendors.
- No music is allowed onsite by vendors. Entertainment will be a part of the event.

Vendor Initials _____





Vendor Application

Vendor Business Name: _____

Contact Person (First & Last Name): _____

Mailing Address: _____

Business Phone Number: _____

Mobile Phone Number: _____

Vendor Website: _____

Please describe your set-up (e.g. Food Trunk or Tent, dimensions of the Truck or Tent, Signage) include photos, if possible:

Vendor Insurance

The City of Jersey City requires that event organizers applying to host a Special Event in Jersey City obtain an **Occurrence Based General Liability Insurance Policy with a minimum of \$1,000,000 coverage**. The applicant must submit with the application a Certificate of Insurance (C.O.I.) evidencing the above coverage.

The Certificate of Insurance must name the City of Jersey City, 280 Grove Street Jersey City, NJ 07302 as the Certificate Holder and name the "City of Jersey City, its officers and employees, Bergen Square Historical Society, Jersey City Landmarks Conservancy, Jersey City Economic Development Corporation" as Additional insured and also include in the description along with the Date(s) of the Event.

The Following information must be supplied on the C.O.I.: **Name of Event, Name of Organization, Date of the Event, The Apple Tree House**

The "Certificate Holder" holder section should read: **City of Jersey City, 280 Grove Street, Jersey City, NJ 07302**

Food vendors must also attached a copy of the following to their application:

- Festival staff list including on-site manager with names and cell phones
- List of items to be sold with prices,
- Vendor display/set-up images from event, attended in the last 12 months,
- Copy of New Jersey business registration certificate
- Copy of health department permit to operator,
- Copy of food manager certification,
- Copy of most recent food inspection report,
- Fire certificate (if applicable)

Vendor Initials _____





Vendor Consent Form

TERMS & PAYMENT

Please complete this VENDOR APPLICATION in its entirety and return with items outlined in VENDOR CONSENT, including certified deposit check and vendor fee to the Office of Cultural Affairs in person or by post mail by close of business Wednesday, October 31st 2018.

Please make checks payable to: **JERSEY CITY LANDMARKS CONSERVANCY**

Hand deliver or mail to: The Office of Cultural Affairs- 298 Academy Street, Jersey City, New Jersey 07306

VENDOR CONSENT

I _____ hereby certify that the submitted information is correct and I fully understand that any deviation from the stated guidelines without prior permission from the Office of Cultural Affairs may nullify prior approval. I have read and understand the general information and will be attaching the following documents for my vendor application.

- Festival staff list including on-site manager with names and cell phones**
- List of items to be sold with prices**
- Vendor display / set-up images from event attended in last 12 months**
- Copy of New Jersey business registration certificate**
- Copy of health department permit to operator**
- Copy of Food Manager certification**
- Copy of most recent food inspection report**
- Fire Certificate (if applicable)**

I agree to maintain any area assigned to me or my organization in a clean, sanitary condition during the permit period. If preparing food onsite, I also agree to have a certified food service manager immediately on hand during all food preparation, handling, and sales. I agree to post all prices in clear sight at my location. I agree to vend for the duration of the festival. I understand and in compliance with onboard fire suppression system if applicable.

In acceptance of the permit for the Bergen Apple Fest 2018, I agree to indemnify, hold harmless, and assume the defense of the **Bergen Square Historical Society, City of Jersey City, Jersey City Economic Development Corporation** and **Jersey City Landmarks Conservancy** from and against any and all claims, demands, and actions for damages resulting from work under this permit, regardless of the negligence of the City. I have read and understand my responsibilities as a vendor.

If I wish to change anything regarding these requirements during the course of the event, I understand that I must submit all requests in writing a minimum of 2 days before the event and receive written advance approval. I understand that any violations can result in immediate suspension or revocation of my permit.

I fully understand that completion of this application does not guarantee my approval to participate in this event. My application will be reviewed by the Office of Cultural Affairs & Bergen Square Historical Society, and upon approval, confirmation of my permit to vend at Bergen Apple Fest 2018 will be provided.

Vendor Initials _____

