COMMUNITY FEST
Township of Ewing
The College of New Jersey

SAVURDAY, OCTOBER 5, 2013
at THE COLLEGE OF NEW JERSEY
10 A.M. to 5 P.M.
(Rain or Shine)

FOOD VENDOR POLICY AGREEMENT

Community Fest, the area’s biggest and best festival of the year, is a joint effort between the Township of Ewing and The College of New Jersey. For many years, local businesses, non-profit organizations, student groups, crafters and entertainers have come together in the spirit of community development and cooperation to provide families and guests of all ages with a fun-filled day of eating, shopping, entertainment and education.

Please be sure the read this agreement in its entirety. Print the application that applies to you (non-profit/community group or business/crafter) and fill it out completely and sign it before sending it in along with the required fee. Your original signature must be on the application. Applications sent via email or fax will not be accepted.

FEES & REGULATIONS

Food Vendor
- Fee: $125 – You will need to supply us with you space requirements (maximum space allowed 20’ x 30’).
- Electricity is available only upon request
- Self-contained booths/vehicles are permitted. A 6’ table and 2 chairs will be supplied. A tent is not provided to food vendors.
- Permits are required and must be displayed at your location:
  - Ewing Township One Day Health Permit (especially for the Fest) (no charge).
  - DCA Division of Fire Safety Permit.
- Exclusivity: In an effort to provide a diverse offering of food at Community Fest, every effort is made to prevent duplicate offerings by vendors. Past participants have first priority on selecting the food they may sell. Your request will be reviewed upon receipt and you will be notified of approval. Once approved, there may be no substitutions.
- In the event of inclement weather, the event will be held indoors. If you have a self-contained food vendor vehicle or have your own tent, provisions will be made to locate you outdoors as close to the building as possible. Due to DCA Fire Safety regulations, it will not be possible to relocate food vendors indoors.

TIME & LOCATION
For 2013, the Fest will be located on Quimby’s Prairie on the campus of The College of New Jersey and will run from 10 A.M. to 5 P.M. No vehicles will be allowed on site between 10 A.M. and 5 P.M.

INCLEMENT WEATHER
This event will be held rain or shine. No refunds will be given in the event of inclement weather.

SET-UP & TAKE-DOWN
All participants are required to check-in at the assigned check-in time as designated in your confirmation packet (to be mailed sometime around September 30th) and are not permitted to leave until the Fest is over at 5 P.M. Volunteers from the community will be on site to assist with set-up and take-down. No unauthorized vehicles will be allowed on site between 10 A.M. and 5 P.M. No exceptions.

DEADLINE
Deadline for general application submission is September 13th or when we run out of spaces, whichever come first. Confirmation packets will be mailed on approximately September 25th and will contain all of the information you will need for the Fest along with the site location and check-in time.

If you have any questions Community Fest Hotline at 609-771-3262 or email comfest@tcnj.edu

The 2013 Community Fest Committee reserves the right to make changes to these guidelines.