

WESTVILLE FALL FESTIVAL VENDOR APPLICATION



Thank you for your interest in Westville's Annual Fall Festival. This annual event is a mix of crafters, food, games, live music, beer garden, rides, and a classic car show. This event is situated in the heart of Downtown Westville. In celebrating our 10th year of this event, we are working to make our 2019 Fall Festival, bigger and better. We hope to see you at our fall festival. Please carefully read through the following information pertaining to our event.

Sincerely,

The Westville Celebrations Committee

ENTRY FEE:

The Westville Celebrations Committee reserves the right to immediately ask vendors to leave the event. (Entry Fee is non-refundable)
Spaces are (10x10), You must supply table, canopy/tent, chair, etc.
Additional Spots can be purchased for an additional charge, per vendor category.

Please note **NO ELECTRIC** will be provided. **Also, all tents/canopies must be no larger than 10x10, unless you have purchased multiple spots.** All vendors are responsible for the removal of their own trash from the premises.

CRAFT VENDORS:

\$25.00 entry fee. Craft Vendors must submit pictures of items they will be selling.

FOOD VENDORS:

\$50.00 entry fee. No more than 1 vendor with same food will be accepted.

Food Vendors-Trucks/Trailers must submit a picture and size of truck or trailer. Food permits from the Gloucester County Department of Health (856-218-4170), and fire permits from the Borough of Westville Fire District (856-456-4932) are also required. You can also contact the Borough of Westville Fire Department at wdfm@westvillefd.com

NON-PROFIT

ORGANIZATIONS:

Entry Fees are waived, however; organization must provide paperwork to verify non-profit status.

DIRECT SALES/SALES OF SERVICE:

\$40.00 entry fee. The Westville Celebrations Committee has the right to limit number of Direct Sales/ Sales of Service vendors. These vendors will be accepted on a first come first serve basis.

PROMOTION/PUBLICITY:

Vendors will consent to the use of their name and any photographs for publicity purposes without further permission unless they address any objections or limitations to the Westville Celebrations Committee in writing prior to the festival.

SET-UP/BREAK-DOWN:

Displays must be set up by 9:00 a.m. on the morning of the festival. Vendors must leave a walking path for patrons and festival visitors. The spot number will be marked and is the center of your location. If your exhibit interferes with walking traffic, you will be asked to relocate and move to a more accommodating area. Removal of said displays may take place no earlier than 4:00 p.m. When your display is packed up, then and only then, may your vehicle be brought into the festival area and loaded as quickly as possible. VEHICLES ARE NOT ALLOWED IN THE EXHIBIT AREA AFTER 8:45 A.M. or BEFORE 4:00 P.M. THIS IS A SAFETY MATTER! All Vehicles still in craft show limits after 6:00 p.m. must be parked in a parking space so that the road may be reopened. Any vehicle remaining after 6:00 p.m. inhibiting reopening of road will be ticketed.

GENERATORS:

If a generator is being used, cable ramps must cover all cables. Cones must block the generator and any cables to notify the public of hazard. If you are using a generator it must be listed on your registration form. Due to noise and safety, this will help us with placement.

INCLEMENT WEATHER:

The show may be delayed or rescheduled for the following day. (Sunday September 29th). If weather is questionable, a decision will be made by 10:00 p.m. the night before the show. Call (856) 456-0030 ext. 114 or visit our website www.westville-nj.com to check for information. We recommend checking our website as phone lines become busy due to high volume. No refunds will be granted for inclement weather.

PARKING:

Vendor and patron parking can be found in the Westville Municipal parking lot behind Speranza's Restaurant, on Crown Point Rd., the municipal lot at the Corner of Old Broadway and Crown Point Rd., or any municipal side street. There will be NO parking allowed in the First Colonial National Bank and USPS Office parking lots. Any car parked along a municipal side street must not block residential driveways. All cars not adhering to these requests WILL BE TICKETED

REQUIRED FOR ALL CRAFTERS:

Registration, all required vendor information, and payments via check or cash must be received by Thursday, September 19th, 2019. Any registration received after September 19th, 2019 will be subject to a \$20.00 late fee. All registrations will be sorted by postmark. Businesses with a mail address located within the festival area will be granted vendor site preference in front of their business. When registering, please provide location preference. Every attempt will be made by the Celebrations Committee to grant specific vendor request with regards to location. Please be as specific as you can with your request.

Fall crafters will be scheduled and notified of space confirmation no later than September 23rd however payment must be received before a space will be reserved.

PLEASE NOTE: E-MAIL IS THE PREFERRED METHOD OF CONTACT FOR THE WESTVILLE CELEBRATIONS COMMITTEE: Celebrations@westville-nj.com

Vendor Application Attached Below:

Please complete form once you have read through all the regulations of the Westville Fall Festival. All forms, payment, and proper information must be submitted before a spot can be reserved.

The TENTH Annual
BOROUGH OF WESTVILLE

Fall Festival



Saturday
September 28, 2019
10 am to 4 pm

CRAFTER / VENDOR APPLICATION

BUSINESS INFORMATION

Vendor Name: _____ Name of Business _____
Address: _____
City: _____ State: _____ Zip: _____
Email: _____
Phone: _____

BOOTH RESERVATION

Type of Booth & Description: (spaces are 10x10)
Registration Fee: Crafters - \$25 per spot Direct Sales/Sales of Service - \$40 per spot Food Truck - \$50
(You need to provide you own tents and tables and tents must be secured with sand bags or equivalent. Food Vendors must include a copy of your recent County or State Sanitary Inspection Report with the Registration Form.)

- | | | | |
|---|-----------------------------------|--|---|
| <input type="checkbox"/> Craft or Art | <input type="checkbox"/> Business | <input type="checkbox"/> Food | <input type="checkbox"/> Non Profit (n/c) |
| <input type="checkbox"/> Games/Activity | <input type="checkbox"/> Other | <input type="checkbox"/> Direct Sales/Sales of Service | <input type="checkbox"/> Westville Business |

Please provide a detailed description of your products/services and if you have special needs or request:

NO ELECTRIC PROVIDED. MUST USE OWN QUIET GENERATOR. IF USING GENERATOR MUST USE CABLE RAMPS. MAKE SURE CANOPY/TENT IS A 10X10, NOTHING BIGGER.

WAIVER

Waiver: The undersigned does hereby forever discharge, release & hold harmless the Borough of Westville and any of its agents from any and all manner of action, suits, damages or claims whatsoever from the loss of damage to person and property of the undersigned while participating in this event and hereby consents to the enforcement of all rules and regulations of the show. (By signing this form, I agree to abide by the rules and regulations.)

(Crafter/Vendor Signature)

(Date)

OFFICE USE ONLY

Borough of Westville Use Only:
Payment Amount: \$25 \$40 \$50 Other \$ _____ Form of Payment: Cash Check # _____ Rec'd _____

The Borough of Westville's Fall Festival • Saturday, September 28, 2019 • 10 am to 4 pm • along Broadway
Rain Date September 29, 2019

Return completed form and check, payable to the Borough of Westville, by September 19, 2019 to:
Borough of Westville, 165 Broadway, Westville, NJ 08093

Questions call 856-456-0030, ext. 132 • email: celebrations@westville-nj.com • www.westville-nj.com

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Crafter's Guide



Promoters we can help you **find exhibitors** for less than the cost of a space. Go to IWantCraftersGuide.com for all the details! And don't forget to like us on [Facebook](#).

Exhibitors find more events, sign up to get notifications on new events at IWantCraftersGuide.com

Want to connect with other crafters and vendors, get the inside scoop on shows, and see even more events - join the [Crafter's Guide Facebook group](#)

Contact us today! At:

Crafter's Guide

609-846-8051

craftersguide@comcast.net

