If you are interested in receiving a vendor application for Charter Day May 16, 2020, complete and return the bottom portion of this form.

**Vendor Categories**

- Bernards Township Board of Education Sponsored Organization
- Non-Profit - Non-Profit Organizations (not BOE sponsored)
- Crafter - Bernards Township Residents Only; Subject to Approval of Parks & Recreation
- Business/Trade - Applies to all businesses, retailers, professional artists and other for-profit agencies
- Food – Applies to all vendors selling food; Booth sizes and operating hours will vary

**2019 Vendor Booth Fees**

- $25 for one 10ft x 10ft booth space for non-profit and BTBOE sponsored organizations
- $75 for one 10ft x 10ft booth space for crafters
- $100 for one 10ft x 10ft booth space for business/trade vendors
- $200 - $400 per food vendor booth space, fee dependent on booth size

Bernards Township Resident based businesses and organizations receive priority registration.

A Certificate of Insurance naming Bernards Township as additional insured & signed Hold Harmless document will be required of all vendors. Detailed information will be included with your vendor application.

A sample of our Charter Day vendor Rules & Regulations:

- Each booth space is 10ft by 10ft. (except Food Vendors). Food vendor booth space varies: 20’ by 35’ or 20’ by 20’. Street fair vendors are limited to one booth space. There are no oversized/corner spaces.
- Tents, tables and chairs will not be provided. Tents may be no larger than your purchased booth space and tables must fit within your assigned booth space. Tables must be covered with a tablecloth or otherwise suitable professional display. No boxes, trash or debris may be visible during the event.
- Menu prices and/or pricing for participation in my game/activity must be clearly displayed.
- Non-Food Vendors are limited to pre-packaged food items only and/or 1 prepared food item.
- Fire Permits and Food Handlers Permits will be required if necessary.
- Solicitation is limited to my purchased booth space only. Traveling solicitation is not permitted throughout the street fair.
- Electricity will not be provided. Quiet generators are permitted.
- Any items deemed unsafe, inappropriate or disruptive are not permitted to be sold, including, but not limited to: silly string, snaps/poppers, sparklers/fireworks, stink bombs, water pistols, toy weapons and fake cigarettes.
- There are no refunds once paid, even if the event is cancelled due to inclement weather.

Information subject to change. Contact Bernards Township Parks & Recreation with questions – 908-204-3003.

---

**2020 CHARTER DAY VENDOR INTEREST FORM**

*Do not complete this form if you were a 2019 vendor, unless your contact information has changed!* DO NOT SEND PAYMENT.

**Business/Organization Name:** ____________________________

**Business/Organization Description:** ____________________________

Vendor Category (check one):

- ___ Non-Profit
- ___ Business/Trade
- ___ Food
- ___ BT BOE Sponsored
- ___ Crafter (Residents only)

**Contact Person:** ____________________________

**Mailing Address:** ____________________________

**City:** ____________________________  **State:** __________  **Zip:** __________

**Phone #:** ____________________________  **Alternate Phone #:** ____________________________

**Email:** ____________________________

Mail to: Charter Day, Bernards Township Parks & Recreation, 1 Collyer Lane, Basking Ridge, NJ 07920

- Or - Email to recreation@bernards.org