

**DEADLINE FOR 2024 VENDORS IS APRIL 26, 2024.**



**BERNARDS TOWNSHIP CHARTER DAY 2025  
VENDOR INTEREST FORM**

If you are interested in receiving a vendor application for Charter Day **May 17, 2025** complete and return the bottom portion of this form. Applications are typically mailed in early February.

**Vendor Categories**

- Bernards Township Board of Education Sponsored Organization
- Non-Profit - *Non-Profit Organizations (not BOE sponsored)*
- Crafter - *Bernards Township Residents Only; home-made items, 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 will vary*

Vendor Booth Fees range from \$25 - \$600 depending on the vendor category.

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. 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.

**2025 CHARTER DAY VENDOR INTEREST FORM**

*No need to complete this form if you participated in 2024 unless your contact information has changed!*

**Business/Organization Name:** \_\_\_\_\_

**Business/Organization Description:** \_\_\_\_\_

**Vendor Category (check one):**    \_\_\_ **Non-Profit**                      \_\_\_ **Business/Trade**                      \_\_\_ **Food**  
   \_\_\_ **BT BOE Sponsored**                      \_\_\_ **Crafter (Residents only)**

**Contact Person:** \_\_\_\_\_

***When applications for the event are available, we will mail a packet to the address listed below.***

**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](mailto:recreation@bernards.org)

**DO NOT SEND PAYMENT**