

Kiwanis Club of Greater Parsippany And the Township of Parsippany-Troy Hills

Tenth Annual Fall Festival
Sunday, September 21, 2008 Noon to 5:00 PM
North Beverwyck Road, Lake Hiawatha

Parsippany will present the Tenth Annual Fall Festival on Sunday, September 21, 2008. You are invited to participate this year, in what promises to be the best festival ever. Once again we will have entertainment, rides, and other attractions. Proceeds of this day will be donated to worthy non-profit groups in the town.

We are offering vendor and display spaces on a first come first serve basis. Display spaces vary depending on location and intended use. Lake Hiawatha merchants have first refusal on the space in front of their establishments. Food vendors will be distributed along the entire area. **Last day to sign up will be Sept. 9, 2008.** Discounts apply if registration is received before August 1, 2008.

If you or your group wishes to participate, please complete the agreement below and mail to the address indicated. If you have any questions, please call 973-335-7554 ext 14. We look forward to your participation. We reserve the right to limit the number of vendors and/or displays.

Security deposits will be returned approximately two weeks after event.
Please make checks payable to: **Kiwanis Club of Greater Parsippany Foundation**
Mail to: **PO Box 42, Lake Hiawatha, NJ 07034**

Please see terms and conditions on reverse side.

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Type of Business/Organization	Display Area	Fee	Before 8/01/08	Security Deposit	Total Remitted
North Beverwyck Road Business	Up to 25' Frontage	\$140	\$125	\$0	_____
Parsippany Food Vendor	25' X 10' Area	\$175	\$150	\$100	_____
Out of Town Food Vendor	25' X 10' Area	\$300	\$275	\$100	_____
Crafts and Merchandise Vendor	12' X 10' Area	\$75	\$65	\$0	_____
Non-Profit Fund-Raising/Display	12' X 10' Area	Free	Free	Free	Free

Kiwanis Club of Greater Parsippany And the Township of Parsippany-Troy Hills

Name of Business or group: _____

Address: _____ City _____ ST _____ Zip _____

Phone: _____ Name of Contact: _____

Email: _____ Our company/group will sell/display _____

We agree to the conditions on the reverse side X _____

(Must be signed by officer or responsible party).

1. Each vendor will receive a notification of acceptance of this application and will be assigned a space location sometime during the week prior to the event. Do not call for locations prior to September 18, 2008. Locations are assigned on a random basis with consideration given to local businesses first.
2. Arrival time will be announced with this notification. Vendors must be setup and have all vehicles removed from street by 11:30am. This agreement cannot be cancelled and the event will be held rain or shine.
3. Cleanup must begin at 5:00pm and completed as quickly as possible. Vendor is responsible for cleanup of their display space. Garbage containers will be provided. Food vendors must insure that the area around their display space will be free of food, grease, paper etc. Township inspectors will determine compliance. Failure to comply will result in loss of security deposit.
4. Company/group agrees to limit our sales/display to that stated on reverse side. (Please state the type of food/merchandise you wish to sell on reverse side. **BE SPECIFIC**)
5. Water and electricity will not be provided unless specific arrangements are made in advance. There are a very limited number of electric outlets available. The cost of electricity will be \$50.00. You must request electricity at the time of your application. If electricity is available you will be billed the \$50.00 fee. Arrangements for water will have to be made with the local businesses. Kiwanis must receive notice of water requirements in advance to insure availability.
6. All food vendors must contact the Parsippany Health Officer to obtain necessary food handling permits. For information on food handling permits, call 973-263-7160. All food vendors must:
 - A. **Present a specific menu**
 - B. **Present a list of food suppliers, including address and telephone number**
 - C. **Present an equipment layout plan.**
 - D. **A water source is required for hand washing and sanitization of food contact equipment.**
 - E. **Refrigeration is required to maintain products at safe temperatures. (Please note limited electrical connections are available)**
 - F. **Adult supervision is required at all times.**
 - G. **Carry proper fire extinguishers.**

Inspections of food vendors will be performed prior to the start of the Street Fair. Any food vendor that is not in compliance will be asked to leave.