



120 Filmore Street Phillipsburg, NJ 08865



2026 Phillipsburg Special Event Vendor Application
Ready to Eat - FOOD - Prepared Onsite

Business Name _____
Business Contact Person _____ Primary Phone _____
Onsite Contact Name(s) _____ Onsite Cell Phone _____
Mailing Address _____
City _____ State _____ Zip _____
Website _____ Socials _____
Email _____

- **Complete entire application, sign and email to: events@phillipsburgnj.org**

Applications are reviewed and approved on a first-come-first serve basis. Acceptance notifications via email.

- **All food & beverage must obtain Warren County Board of health approval in person or via postal mail, and/or appropriate licenses for your product.**
 - **Packaged food** must be processed in a licensed facility or under a cottage food permit
<https://www.state.nj.us/health/ceohs/documents/phfpp/CFOInstructions.pdf>
 - **Prepared onsite food** must obtain a Temporary Food Establishment permit (\$ fee)
<https://www.warrencountynj.gov/government/health-department/forms-applications>
Must have **fire rated tent & fire extinguisher**
- **Do you require electricity?** _____
If using propane, generator, open flame etc, approval required (\$ fee)
- **If accepted as food vendor, you will immediately provide:**
Certificate of insurance listing "Town of Phillipsburg, 120 Filmore St, Phillipsburg, NJ 08865" as Additional Insured.

Vending fee: Full or partial vending fees will not be reimbursed for any reason

Checks to "Town of Phillipsburg" mail to

"Attn: UEZ, Town of Phillipsburg, 120 Filmore St, Phillipsburg, NJ 08865"

Please **check payment option** below

- **Ole Towne Festival & Fireworks - June 20 & 21 S Main St/Shappell Park 10am-9pm**
 - _____ **Regional Business \$100**
 - _____ **Town of Phillipsburg Business \$50**
 - _____ **Non-Profit \$20**



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Events are rarely cancelled due to inclement weather. In the event of extreme weather, the event representative will decide if the event will be held. Unless specifically instructed, vendors must attend.

Introduction - It is recognized that although members of the event sell as individuals, the event is a cohesive unit. Its success depends on the cooperation and efforts of all vendors. Vendors are responsible for following rules and instructions, complying with federal, state, local health & fire regulations, and licensing requirements governing the production, display, distribution, sampling, and sale of products. Vendors must be honest, respectful and professional in conduct and prompt in communications.

Space Assignments - Vendors will be assigned spaces. Space assignments are subject to change

Marketing - Vendors are responsible for promoting their business and encouraged to interact with event social media. If you create an event you should state "your business" at "our event".

Booth - Vendors supply their own 10x10 tent, tables, table covering, breathable ground cover/mat(if vending on grass) and displays all in good condition. Vendors are responsible for **ALWAYS** securing tents with **weights or tie downs** to eliminate wind disruption.

Signage - Vendors must prominently display a sign identifying the business name. All descriptions of products must be clear, accurate and **show retail price**.

Arrival & Departure - Vendors must **arrive at least 2 hours** prior to opening of event and ready for inspection at least **1 hour** before event and prepared to sell from **opening to closing** of the event and promptly remove vehicles from the event area.

Garbage - Vendors are responsible for keeping their space clean and all garbage must be taken home.

General - Musicians' tips in the form of cash or product are encouraged. Vendors are responsible for the safety and behavior of their children or pets. No smoking, No weapons, No political signs in event areas.

Exclusivity - If the event believes the number of vendors offering the same or similar products is adequate or excessive, duplicate products may be denied. Full-time vendors have highest level of exclusivity.

Please list (here or separately) what you make or sell:

Disciplinary Procedures - If a vendor violates an event rule or disregards instruction from event representative, they will be issued a warning. Repeated failure to adhere to any of the event rules or instructions may result in suspension from the event and future events, or immediate termination of participation in the event without refund of fees.

Liability - I agree to accept all liability and responsibility for any personal injury, property damage, loss, theft or any other harm suffered by myself or others arising from or otherwise incident to my participation in the event. I indemnify and hold the Town of Phillipsburg, and its officials, directors, employees and agents harmless against all suits, claims demands and losses including costs, expenses and attorney's fees incurred as a result of any act or omission, neglect or misconduct of the vendor during the event.

I (we), the undersigned, have read and understand the rules, and do hereby agree to abide by said rules. Failure to comply with any of the above could result in expulsion from the event.

Signature of applicant _____ Date _____

Partially Funded by the Neighborhood Preservation Program, The Neighborhood Revitalization Tax Credit Program, and NJ DCA/UEZA Zone Assistance.