



120 Filmore Street Phillipsburg, NJ 08865



2026 Phillipsburg Special Event Application

Non-Profit (No-Food) Vendor

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: jmoranville@phillipsburgnj.org
Applications reviewed and approved on a first-come-first serve basis. Acceptance notifications via email.

•Vending fee waived for Non-Profit

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 - On the first day of event, vendors will be assigned spaces. Space assignments may be moved due to absences.

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 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 30 minutes prior to opening of 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



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safety and behavior of their children or pets. No Smoking, No Guns, 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 sell or distribute:**

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**Disciplinary Procedures** - If a vendor violates a 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.*