

FOOD VENDOR APPLICATION



Rotary/Kiwanis
32nd Annual Caldwell Street Fair
Sunday, October 6, 2024 • Noon – 5:00 PM



**SEPTEMBER 26, 2024 IS THE DEADLINE TO SUBMIT
YOUR FOOD VENDOR AND FIRE SAFETY PERMIT APPLICATIONS.**

Please submit check to: Rotary Club of Caldwell, Kiwanis Club of Caldwell West Essex, Rotary/ Kiwanis Caldwell Street Fair,
Borough of Caldwell, PO Box 186, Caldwell, NJ 07006

Name _____

Company _____

Address (make sure to include any apartment building number, city and zip code) _____

Phone _____ Fax _____ Email _____

Website and/or Social Media Links _____

Booth size: 15 feet wide by 10 feet deep (curbside area)

Your truck/table and all accessories, including signs, tables, chairs, condiment stations, etc., are limited to the area you indicate on this application. On the day of the fair, you must be able to fit in this space and this rule will be enforced the day of the Street Fair. If you need a second space or additional space, please apply for it now.

Please check the box below to indicate that you understand our policy and will adhere to the rules set forth above.

I understand the statement above and will adhere to the rules/guidelines set forth.

Please reserve food space(s) _____ 15' wide x 10' deep at \$200 for one space, \$150 for additional space(s) Total \$ _____

Please reserve food truck space(s) _____ 30' wide x 10' deep at \$350 per space (limit two) Total \$ _____

Electricity (limit 15 amp) add \$50 per hook-up Total \$ _____

Late application fee (after August 31) add \$50 Total \$ _____

Late and same day applications will only be accepted if space is available. In 2023 we were completely sold out of spots.

After September 12 only cash or money order applications can be submitted GRAND TOTAL \$ _____

What type of food will be sold? _____



SEPTEMBER 26, 2024 IS THE DEADLINE TO SUBMIT YOUR VENDOR AND FIRE SAFETY PERMIT APPLICATIONS.

Fire safety permit applications are submitted directly to the fire marshall. Application submissions and/or attempts to register after September 26, 2024 will not be considered or accepted.

Please sign your name below to indicate you understand the statement above and will comply and adhere to the deadline mentioned above.

Name _____

To be approved, you must submit proof of liability insurance with your application.

- The amount must be at least \$1,000,000 of combined single limits (CLS,) including product coverage.
- You must obtain a fire safety permit if using open flame and/or deep fryer the day of the fair.
- If you do not submit a Caldwell, NJ Fire Safety Permit Application to the Fire Marshall by **September 26, 2024**, you will forfeit your space without refund.

The Street Fair Committee reserves the right to deny any application that does not conform to these guidelines.

- By checking this box, you are confirming to submit your insurance LOI is written out indemnifying the Rotary Club of Caldwell, Kiwanis Club of Caldwell West Essex, Rotary/ Kiwanis Caldwell Street Fair, Borough of Caldwell, PO Box 186, Caldwell, NJ 07006.

Please sign your name below to indicate you understand the statement above and will comply and adhere to the requirements set forth in the statement above.

Name _____

Prohibited items and transactions include:

- Gas powered generators
- Hamburgers and hot dogs – exclusive to Rotary/Kiwanis
- The selling of ALL raffle tickets
- Solicitation in any form during the Fair
- Selling of anything other than your listed food items is prohibited
- Roving vendors
- Costumed individuals without permit

THERE IS NO RAIN DATE: Every effort will be made to have the fair. *If the weather causes the fair to be canceled, there will be no rain date or refunds.*

Spaces will be assigned on a first come, first-served basis. If you would like the same space you have had in the past years, please list the spot number below and we will do the best we can to accommodate your request.

Spot Number _____

Any applications received after September 26, 2024 WILL NOT BE ACCEPTED – NO EXCEPTIONS.
PLEASE submit your application(s) early.

MAIL your completed Food Vendor application, Insurance Rider and full payment to:

Caldwell Street Fair, PO Box 186, Caldwell, NJ 07006
(Payment due on submission of your application)

MAIL your completed Fire Safety Application to:

Caldwell Fire Prevention Bureau, 30 Roseland Avenue, Caldwell, NJ 07006
Fax: 973-226-9142 • Email: fireofficial@caldwell-nj.com
(Payment due day of the fair)

VENDORS, PLEASE CHECK THE FOLLOWING BEFORE YOU MAIL IN YOUR APPLICATION:

- Have you completed the form in full and signed where indicated?
- Have you enclosed a check, payable to the Rotary/Kiwanis Caldwell Street Fair?
- Have you included the required Insurance Rider with the Rotary/Kiwanis Caldwell Street Fair the Borough of Caldwell as additional insureds?
- Have you mailed, faxed, or emailed your Caldwell Fire Safety Permit Application?

Please be advised that it is your responsibility to follow up with the Caldwell Fire Safety Prevention Bureau to confirm receipt of, and/or any issues with, your Fire Safety Permit Application.

Please sign your name and date the application below.

Name

Date

Questions?

Call: 973-618-0660

or

Email: info@caldwellstreetfair.com

FOOD VENDOR INFORMATION



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Important Things You Should Know

- **Every vendor must obtain the appropriate insurance.**
- **Vendor space is limited, available spaces are issued on a first-come basis, it is urged that you submit your application with payment today!**
- **Space availability after July 1 cannot be guaranteed (*no refund will be made for any reason*).**
- **Applications and payment received AFTER August 31 incurs a \$50 late fee. Payments made after September 12 MUST be CASH or MONEY ORDER ONLY.**
- **Day of event registration and payment incurs a \$100 late fee and registration fee accepted as CASH ONLY.**
- **NO EXCEPTIONS.**

Welcome to the Rotary/Kiwanis Caldwell Street Fair!

A substantial area on Bloomfield Avenue in the center of Caldwell will be blocked off, with the provisions for adequate parking in the area. In the event of rain, the fair will be canceled at 8:00 AM. Call 973-618-0660 after 8:00 AM.

The co-sponsors have made every effort to maximize the attendance at the Fair, and it is anticipated that the day will be profitable for all. We have had consistently in excess of 30,000 attendees over the years.

Spaces are available for over 200 crafters, new merchandise and food concessions as well as children's amusement rides.

Vendors spaces (excluding food truck vendors) measure 15 feet wide by 10 feet deep and we reserve the right to reclassify your category.

Set-up and Clean-up

NO EARLIER THAN 9:00 AM and conclude by 11:00 AM with take down at 5:15 PM. We ask that you bring your own tables and displays. Electricity is available upon request in designated areas at \$50.00 per hook-up.

ALL merchants are required to have appropriate trash collection capabilities and are required to clean up their area after the event.

Cancellation

If weather, any government restrictions, COVID-19 pandemic or any other casualty or cause beyond our control causes the fair to be cancelled, modified or limited in a way where you will not be able to participate, there will be no new date or refunds.

Conformance

All vendors at the Street Fair are required and expected to review, follow and abide by all Federal, State and local government laws, ordinances, policies, guidelines, rules, regulations, orders and restrictions that are in place at the time of the Street Fair concerning or relating to the COVID-19 pandemic. Any vendor found not to be in compliance with any Federal, State and/or local government laws, ordinances, policies, guidelines, rules, regulations, orders or restrictions will be shut down and removed from the Street Fair immediately.

Refer a Friend

This fair is HUGE, thank you for applying and please also "Refer a Friend."
Street Fair can never have enough new vendors.

– thank you.

