



**Application for Food Vendor Space**  
**at the 27th Annual**  
**Rotary/Kiwanis**  
**Caldwell Street Fair**



**Sunday, October 7, 2018 / Noon- 5 PM**

**Attention Caldwell Street Fair Food Vendors:**  
**There is a FIRM DEADLINE for applying this year. See below.**

**Deadline to RECEIVE your Food Vendor and**  
*(if required)* **Fire Safety Permit Applications** *(attached)*  
**is SEPTEMBER 29, 2018.**

**Any applications received after SEPTEMBER 29, 2018**  
**WILL NOT BE ACCEPTED—NO EXCEPTIONS.**

**PLEASE submit your application(s) early**

**MAIL your completed Food Vendor Application and full payment to:**  
Caldwell Street Fair, PO Box 186, Caldwell, NJ 07006  
*(payment due on submission of your application)*

**MAIL / FAX / EMAIL your Caldwell Fire Safety Permit Application to:**  
Caldwell Fire Prevention Bureau, 30 Roseland Ave., Caldwell, NJ 07006  
Fax: 973-226-9142 / [Email: fireofficial@caldwell-nj.com](mailto:fireofficial@caldwell-nj.com)  
*(payment due the day of the fair)*

**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**

**We look forward to seeing you on October 7, 2018**



# Application for Food Vendor Space at the 27th Annual Rotary/Kiwanis Caldwell Street Fair

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### Page 2...your vendor application:

- BOOTH SIZE SPACE: 15 WIDE X 10 DEEP (curbside area)  
Food space 15x10 # needed \_\_\_\_\_ @ \$200.00 (for 1 space) \$150.00 (Each Additional Space).... \$ \_\_\_\_\_
- FOOD TRUCK SPACE: 30 WIDE X 10 DEEP (2 spaces of curbside area)  
Food TRUCK space 30x10 # needed (limit 2) \_\_\_\_\_ @ \$350.00 (per space)..... \$ \_\_\_\_\_
- ELECTRICITY (limit 15 amp) add \$50 per hook-up..... \$ \_\_\_\_\_
- LATE APPLICIONS—AFTER August 31, add \$50..... \$ \_\_\_\_\_

AFTER SEPT. 14—Only Cash or Money Order Applications can be submitted.

Grand Total... \$ \_\_\_\_\_

SEPTEMBER 29, 2018 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 29, 2018 WILL NOT BE CONSIDERED OR ACCEPTED.

#### 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, and
- Costumed individuals without permit.

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 29, 2018, 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. \*Required

\*Name: (print) \_\_\_\_\_ \*Company: \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Phone: (print) \_\_\_\_\_ Fax: (print) \_\_\_\_\_ \*Email: \_\_\_\_\_

Comments and Requests: \_\_\_\_\_

RAIN DATE: Every effort will be made to have the fair. If weather causes the fair to be cancelled, there will be no rain date or refunds

Although we cannot guarantee assignment of specific spaces after July 1, if you want the same space you had last year, **YOU MUST list the number here >>** \_\_\_\_\_ and we will do the best we can to accommodate you.

**\*Signature of Applicant:** \_\_\_\_\_ **\*Date:** \_\_\_\_\_

Receipt of your application will be confirmed in writing. If this application is not accepted, your money will be returned.

**No refund will be made for any other reason.** Proceeds from the sale of spaces will be used for charitable projects by the Rotary Club of the Caldells and the Kiwanis Club of Caldwell-West Essex.

Questions? Call: 973-618-0660 or write: [info@caldwellstreetfair.com](mailto:info@caldwellstreetfair.com)

Please Make Checks Payable And Mail To: Rotary/Kiwanis Caldwell Street Fair P.O. Box 186 - Caldwell, NJ 07006



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## Page 3...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 1st cannot be guaranteed (No refund will be made for any reason).
- Applications and payments received AFTER Aug. 31 incur a \$50 late fee— Payments made after Sept. 14<sup>th</sup> MUST be CASH or Money order ONLY
- **Deadline to RECEIVE your Food Vendor and (if required) Fire Safety Permit Applications is SEPTEMBER 29, 2018. Any Applications received after SEPTEMBER 29, 2018 WILL NOT BE ACCEPTED—NO EXCEPTIONS.**

### Set-up and clean-up

NO EARLIER THAN 9:00AM and conclude by 11:00AM 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.

### Rain Date

Every effort will be made to have the fair if weather causes the fair to be cancelled, there will be no rain date or refunds.

### You are cordially invited to join us.

It would be appreciated if you would pass an application on to a friend or colleague who may be interested in participating as well.

The proceeds will enable us to continue to service our community effectively.

### 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 8AM. Call 973-618-0660 after 8AM.

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 re-classify your category.

### FOOD VENDORS

Please read and complete all pages attached to your application. Incomplete applications cannot be processed.

### Keep food in the food area

Please note that the sale of food or beverages is strictly prohibited in the craft and new merchandise areas.

### 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.



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**Page 4...minimum food vendor requirements:**

BOOTH SIZE SPACE: 15 WIDE X 10 DEEP (curbside area)

FOOD TRUCK SPACE: 30 WIDE X 10 DEEP (2 spaces of curbside area)

**Minimum Food Vendor Requirements**

A certificate of insurance with minimal INSURANCE requirements as outlined on page 4 of this document made out to the Rotary Club of the Caldells and the Kiwanis Club of Caldwell/West Essex t/a Rotary/Kiwanis Street Fair at Caldwell. Please return this to us prior to Sept. 1 and give your insurance agent a copy of the sample insurance certificate.

**Each vendor is responsible for the following:**

- A method to protect foods with appropriate heat or cold
- 4-A fire extinguisher and/or K type extinguisher, minimum 1.5 gallon if using a deep fat fryer
- Use of Latex gloves at all times.
- No sale of alcoholic beverages OR High Energy Drinks is permitted.
- Garbage cans for your trash.
- Clean up your own area.

AND

- Appropriate minimal liability insurance.
- A certificate of insurance FURNISHED WITH THIS APPLICATION.
- **A Completed Caldwell Fire Safety permit MUST BE RECEIVED by the Fire Marshall by September 29, 2018. On the day of the fair, the Fire Marshall will inspect your booth(s) and if you pass, he will collect the fee(s) and issues you your permit(s).**

\*\*A permit application is attached for your convenience. It is a Borough requirement. Caldwell Street Fair is not responsible for any edits, changes or collection of fees. Any question call Fire Official (973) 403-4629

I have read the above requirements including page 3 of this application and understand that I must comply with them.

**\*Signature of Applicant:** \_\_\_\_\_ **\*Date:** \_\_\_\_\_

***Make a copy for yourself and include original with the certificate of insurance with your application.***



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## Page 5...minimum food vendor requirements:

**Commercial General Liability:**

*Minimum of the following:*

Bodily Injury or Property Damage.....	\$1,000,000 each occurrence
Personal & Advertising Injury .....	\$1,000,000 each occurrence
Products Aggregate.....	\$2,000,000
General Aggregate .....	\$2,000,000
Medical Payments .....	\$10,000

**Business Automobile Liability:**

*Automobile Liability Insurance written with a minimum Combined Single Limit of \$1,000,000 and shall include coverage for all of the following:*

- A. Owned Autos
- B. Non-Owned Autos
- C. Hired Autos

**Workers' Compensation:**

*Workers' Compensation Insurance shall be obtained and include*

- A. Coverage A limits - Statutory
- B. Coverage B limits -
 

Bodily Injury by Accident	\$500,000 Each Accident
Bodily Injury by Disease	\$500,000 Each Employee
Bodily Injury by Disease	\$500,000 Policy Limit

**Other Coverages, Extensions and Conditions:**

- A. All vendors must name Rotary Club of Caldwell, Kiwanis Club of Caldwell/West Essex, Rotary/Kiwanis Street Fair and the Borough of Caldwell as additional insured's.
- B. Certificate of Insurance must be prepared on your behalf and SENT IN WITH YOUR SPACE APPLICATION.

**All insurance policies must be written through Insurance Companies licensed in New Jersey with an A.M. Best rating of "A" or better.**

I have read the above requirements including page 3 of this application and understand that I must comply with them.

**\*Signature of Applicant:** \_\_\_\_\_ **\*Date:** \_\_\_\_\_

**Make a copy for yourself and include original with the certificate of insurance with your application.**



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**Page 6...food items:**

Drinks

Street Fair does not permit the selling of "HIGH-ENERGY" drinks or drinks containing alcohol.

Please list the food items you are selling, we look forward to seeing you at the fair—  
 Thank you.

Primary food item: \_\_\_\_\_

Additional food item: \_\_\_\_\_

Additional food item: \_\_\_\_\_

Additional food item: \_\_\_\_\_

Additional food item: \_\_\_\_\_

Additional food item: \_\_\_\_\_

TOTAL FOOD ITEMS: \_\_\_\_\_

*Caldwell Fire Prevention Bureau*

*30 Roseland Avenue*

*Caldwell, NJ, 07006*

*Phone (973) 403--□4629 Fax (973) 226--□9142*

[fireofficial@caldwell--□nj.com](mailto:fireofficial@caldwell--□nj.com)

## **Fire Permit Requirements for street vendors**

**All street fair vendors cooking with open flames including wood, charcoal or propane, shall obtain a type 1 fire permit through the Caldwell Fire Prevention Bureau as part of your registration.**

**Vendors should complete the attached fire safety permit application and return by mail, fax, or email to**

**Caldwell Fire Prevention**

**Final approval of permits are contingent on a fire safety compliance inspection, and check payable to Borough of Caldwell for \$54.00 the morning of the street fair.**

**(Contact Caldwell Fire Prevention with any questions)**



**Borough  
of  
Caldwell**

**30 Roseland Avenue  
Caldwell, NJ. 07006  
[fireofficial@caldwell-nj.com](mailto:fireofficial@caldwell-nj.com)**

**Fire  
Prevention  
Bureau**

Phone (973) 403-4629

Fax (973) 226-9142

**Permit Application**  
**Please fill out and contact fire prevention bureau**

**Activity Location:**

**APPLICANT INFORMATION**

<b>APPLICANT'S NAME:</b>		<b>APPLICANT'S HOME STREET ADDRESS:</b>	
<b>MUNICIPALITY:</b>		<b>COUNTY:</b>	
<b>STATE:</b>	<b>ZIP CODE:</b>	<b>PHONE #:</b>	<b>FAX#:</b>

[ ] Permit requested for following date(s)

[ ] Permit requested for one year - Expiration; Date:

**NOTE: Attach additional signed sheet if space is insufficient**

The above named applicant hereby requests permission to conduct the following activity at the above location:

And / or for the storage, occupancy, use, sale, handling or manufacturing of the following:

State quantities and method for each category or material to be stored or used:

I hereby acknowledge that the information given is correct, and agree to comply with the applicable requirements of the New Jersey Uniform Fire Code as well as any specific conditions imposed, and, if not, this permit may be revoked and I will be subject to penalties as provided by law.

**Applicant's Signature** \_\_\_\_\_ **Title** \_\_\_\_\_ **Date:** \_\_\_\_\_

Permit type:      Approved ( ) Denied ( ) Approved pending payment ( )      Fee: