

**34TH ANNUAL
PEQUANNOCK TOWNSHIP
FAMILY HOEDOWN
GREENVIEW PARK**

SATURDAY SEPTEMBER 17, 2016

RAIN DATE: SUNDAY SEPTEMBER 18

TIME: 11:00-5:00PM

**GAMES OF SKILL, PONY RIDES, HAY RIDES,
PETTING ZOO, BOUNCE HOUSES, CRAFTERS
LOCAL BUSINESSES, RETAIL VENDORS,
FARMERS MARKET, KIDS CRAFTS, FOOD
COURT, MUSIC AND FUN FOR
THE WHOLE
FAMILY!**



*Parks &
Recreation*
TOWNSHIP OF PEQUANNOCK

Contact Katie Frey for
more information
973-835-5700 ext 158
kfrey@peqtwp.org



2016
Pequannock Parks & Recreation
Annual Family Hoedown
Greenview Park
Saturday, September 17, 2016
Rain Date: Sunday, September 18, 2016
11:00 AM – 5:00 PM

Crafter Application

Name _____ Cell _____

Business Name _____

Address _____

E-Mail Address _____ Website: _____

Description of all crafts being sold _____

Only the above crafts listed will be allowed in your booth. This ensures proper booth locations & cuts out duplication.

Average price of items: _____

Booth size: 10'x10' Fee: \$65.00

You must supply your own: Table, Tent etc.

Set up time: 8am-10am

All vendors' vehicles must be off the field by 10am.

All items being sold must be hand made by the crafter and be listed in the above description.

We try to accommodate our vendors, please list your requirements/ideas below:

This does not guarantee you a specific spot, but we will try to honor your requests.

This is a juried event.

Please submit:

1. Signed application
2. Signed contract
3. Please enclose photos of the crafts being sold, enclose a stamped, self-addressed envelope if you wish your photos to be returned.

\$65.00 Booth fee, Please make checks payable to: Pequannock Parks & Recreation Department

Attn: Hoedown, Pequannock Parks & Recreation, 530 Newark Pompton Turnpike, Pompton Plains, NJ 07444.

In the event that your application is denied, your check will be mailed back to you promptly.

The crafter agrees to abide by all Parks & Recreation Policies and Procedures.

Signature _____ Date _____

Denise Furfaro
Director of Parks & Recreation
973-835-5700 X125

Katie Frey
Program Coordinator
973-835-5700 X158

2016
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School Organization/Non-Profit Organization

School Organization _____

Name of Representative/s _____

Address _____

E-Mail Address _____ Cell _____

Description of Game _____

Description of items being sold/prizes being given _____

Price of game _____ Price/s of items being sold _____

Booth Space: 10'x10' You must supply your own: Table, Tent etc.
You must provide a game of skill, and all the equipment/supplies needed for your games.

YOU ARE NOT GUARANTEED A SPECIFIC SPOT OR LOCATION.
We try to accommodate our vendors, please list your requirements/ideas below:

Pease Submit:

1. Signed application
2. Signed Contract

Cost: \$20

This fee is non-refundable and due at the time of application.

Please make checks payable to: Pequannock Parks & Recreation Department

Attn: Hoedown, Pequannock Parks and Recreation, 530 Newark Pompton Turnpike, Pompton Plains, NJ 07444.

Set up begins at 8:00 AM. All vehicles must be off the field no later than 10:00 AM.

Your organization agrees to abide by all Parks & Recreation Policies & Procedures.

Signature _____ Date _____

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Director of Parks & Recreation
973-835-5700 X125

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11:00 AM – 5:00 PM

Business & Outside Organizations
Self-Promoting/non- selling
Must Provide a Free Game of Skill

Name of Business or Organization _____

Name of Representative/s _____

Address _____

E-Mail Address _____ Cell _____

Website _____

Description of Game _____

Description of prizes being given _____

Price of game _____ Price/s of items being sold _____

Booth: 10'x10' You must supply your own: Table, Tent etc.
All tables must be covered and booth must look professional.
***You must provide a game of skill and all the equipment /supplies needed for your games.

YOU ARE NOT GUARANTEED A SPECIFIC SPOT OR LOCATION.
We try to accommodate our vendors, please list your requirements/ideas below:

This fee is non-refundable and due at the time of application.

1. Signed application
2. Signed contract

COST: \$100

Fee- Please make checks payable to: Pequannock Parks & Recreation Department
Mail to: Attn: Hoedown, Pequannock Parks and Recreation
530 Newark Pompton Turnpike, Pompton Plains, NJ 07444.

Set up begins at 8:00 AM. All vehicles must be off the field no later than 10:00 AM.

Your organization agrees to abide by all Parks & Recreation Policies & Procedures.

Signature _____ Date _____

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11:00 AM – 5:00 PM

Business & Outside Organizations
Selling/Retail
Game Not Being Provided

Name of Business or Organization _____

Name of Representative/s _____

Address _____

E-Mail Address _____ Cell _____

Website _____

Description of items being sold _____

Average Price/s of items being sold _____

Booth space: 10'x10' You must supply your own: Table, Tent etc.

All tables must be covered and booth must look professional.

YOU ARE NOT GUARANTEED A SPECIFIC SPOT OR LOCATION.

We try to accommodate our vendors, please list your requirements/ideas below:

Please submit:

1. Signed application

2. Signed Contract

COST: \$100

This fee is non-refundable and due at the time of application.

Fee- Please make checks payable to: Pequannock Parks & Recreation Department

Mail to: Attn: Hoedown, Pequannock Parks and Recreation

530 Newark Pompton Turnpike, Pompton Plains, NJ 07444.

Set up begins at 8:00 AM. All vehicles must be off the field no later than 10:00 AM.

Your organization/business agrees to abide by all Parks & Recreation Policies & Procedures.

Signature _____ Date _____

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Director of Parks & Recreation
973-835-5700 X125

Katie Frey
Program Coordinator
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2016
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11:00 AM – 5:00 PM

Farmers Market Application

Name _____ Cell _____

Business Name _____

Address _____

E-Mail Address _____ Website: _____

Description of all items being sold _____

The above ensures proper booth locations & cuts out duplication.

Average price of items: _____

Booth size: 10'x10'

Uncut produce (not requiring a \$50.00 food license) *Fee: \$55.00

*If you are selling uncut produce you are still required to apply for a food permit but, there is no fee.

Food vendors who require a \$50.00 (1 day permit) food license ** Fee: \$25.00 for the space.

**All Food vendors selling anything that is cut produce, packaged, jarred, bagged or prepared requires a \$50.00 food permit obtainable by the Pequannock Health Department.

Set up time: 8am-10am

All vendors' may be parked next to their vending spot.

We try to accommodate our vendors, please list your requirements/ideas below:

This does not guarantee you a specific spot, but we will try to honor your requests.

Please submit:

1. Signed application and contract
2. Please enclose a copy of your certificate of insurance
3. A copy of your food permit

\$20.00 Booth fee, Please make checks payable to: Pequannock Parks & Recreation Department

Attn: Hoedown, Pequannock Parks & Recreation, 530 Newark Pompton Turnpike, Pompton Plains, NJ 07444.

In the event that your application is denied, your check will be mailed back to you promptly.

The vendor agrees to abide by all Parks & Recreation Policies and Procedures.

Signature _____ Date _____

Denise Furfaro
Director of Parks & Recreation
973-835-5700 X125

Katie Frey
Program Coordinator
973-835-5700 X158

2016
Pequannock Parks & Recreation
Annual Family Hoedown
Greenview Park
Saturday, September 17, 2016
Rain Date: Sunday, September 18, 2016
11:00 AM – 5:00 PM
Food Vendor Application New Late Fee after Aug. 15th

Name _____ Cell _____

Business Name _____

Address _____

E-Mail Address _____ Website: _____

Description of all items being sold _____

The above ensures proper booth locations & cuts out duplication.

Average price of items: _____

Booth size: 10'x15'

NEW *Booth Fee: Before August 15th \$100.00 After August 15th \$150.00**

Electric Fee: \$45.00 Spaces needing electricity are limited. First come first served!

****All Food vendors are required to apply for:**

Pequannock Township Fire Permit - Fire Safety Dept. Permit Fee \$42 Send to Pequannock Bureau of Fire Safety

Pequannock Township food license, available in the Pequannock Township Health Department.

All tents over 10' x10' are required to have a fire permit.

Set up time: 8am-10am

We try to accommodate our vendors, please list your requirements/ideas below:

Please submit:

1. Signed application and contract
2. Please enclose a copy of your certificate of insurance.
3. A copy of your food permit , fire permit, and permit payments
4. Booth fee

Electricity fee if required

Please make checks payable to: Pequannock Parks & Recreation Department

Mail to: Attn: Hoedown, Pequannock Parks & Recreation

530 Newark Pompton Turnpike, Pompton Plains, NJ 07444.

In the event that your application is denied, your check will be mailed back to you promptly.

The vendor agrees to abide by all Parks & Recreation Policies and Procedures.

Signature _____ Date _____

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Director of Parks & Recreation
973-835-5700 X125

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Program Coordinator
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**Pequannock Township Parks & Recreation Department
Annual Family Hoedown**

CONTRACT

****MUST BE SIGNED AND SUBMITTED****

2016 Pequannock Parks and Recreation Hoedown

Saturday September 17, 2016 with a Rain Date of Sunday September 19, 2016

Set up 8-10am, vehicle must be off field by 10:00am

Hoedown is open from 11-5pm

1. Only one business or organization may operate in each exhibit space, sharing of booth space with other businesses or organizations is prohibited. Booth/tent space may not be reassigned or sublet. Exhibitors may not distribute, display, or sell products, literature, or other items from any business or organization other than the one specifically contracted with Pequannock Parks & Recreation.
2. Pequannock Parks & Recreation reserves the right to change the location, dates, hours, or to terminate entirely the operation of the scheduled event, at any time and without prior notice to the vendor. Pequannock Parks & Recreation will make reasonable efforts to provide advance notice to vendors of any changes or cancellations.
3. Items and products: an Exhibitor Application must be completed, including a full list of all items or products to be sold, distributed free or sampled; these must be approved by the Director of Parks & Recreation prior to the start of the event. Balloons, stickers, t-shirts, or posters may not be sold or distributed free without prior consent of the Parks & Recreation Department.

General Rules for Exhibitors:

- Exhibitors must take full responsibility for set-up and other display materials; Pequannock Parks & Recreation will establish set-up and takedown times.
- Exhibitors must have personnel present in their booths at all times during the official operating hours.
- Exhibitors may not open or close earlier or later than the official operating hours.
- Exhibitors must keep all displays, merchandise, etc. within the confines of the tent or space itself.
- Exhibitors must maintain a neat & clean area, and keep boxes out of site.
- Exhibitors may not hawk, peddle, sell or advertise outside of the assigned area.
- Exhibitors must return the areas to their pre-Hoedown condition (if repair and cleaning costs are incurred and Pequannock Parks & Recreation determines the Exhibitor will be billed for the cost of the repair).
- Exhibitors must operate their business in a professional manner. At the discretion of the Pequannock Parks & Recreation Department, any Exhibitors, or any agent, or employee of the Exhibitor who does not conduct himself/herself, in a professional manner according to the policies contained herein may be removed from the Hoedown. Hoedown coordinators reserve the right to remove any objectionable merchandise from any booth.
- Exhibitors that are using an electric generator or any other motor must soundproof that device to the satisfaction of the Parks & Recreation Department.

I have read and understand the Pequannock Parks and Recreation Department policies and procedures:

Print Name

Signature

Date



Pequanock Bureau of Fire Safety

530 Newark Pompton Turnpike
Pompton Plains, New Jersey 07444
973-835-5700 ext. 194

Application for Permit \$42

The Uniform Fire Code states:

“Permits shall be required, and obtained from the local enforcing agency for the activities specified in this section, except where they are an integral part of a processor activity by reason of which a use is required to be registered and regulated as a life hazard use. Permits shall at all times be kept in the premises designated therein and shall at all times be subject to inspection by the fire official.” [N.J.A.C. 5:70-2.7(a)]

Date of application: _____

Location where activity will occur _____

Date/s _____ Time/s: _____

Applicant Name _____ Address _____

Organization Name: _____

Phone: _____ Cell: _____

Emergency #: _____ Email: _____

Block/Lot _____ Registration # _____

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

And for the keeping, storage, occupancy, sale, handling or manufacture of the following: _____

(State quantities for each category to be stored, or used and the method stored or used :) _____

I hereby acknowledge that I have read this application, that the information given is correct, and that I am the owner, or duly authorized to act in the owner's behalf and as such hereby agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed by the fire official.

Applicant Signature

Fire Official Signature

Fee Amount

Permit Type