

37th Annual Pequannock Township

HOEDOWN

Saturday September 14, 2019

Rain Date: Sunday September 15, 2019

Time: 11am-5pm

Greenview Park

Local Businesses and Organizations, Retail Vendors, Crafters, Games of Skill, Petting Zoo, Hay Rides, Food Court, Rides, Live Music, and fun for the whole family!



TOWNSHIP OF PEQUANNOCK

Contact Amy Dempsey
for more information
973-835-5700 ext 158
adempsey@peqtwp.org



2019
Pequannock Parks & Recreation
Annual Family Hoedown
Greenview Park
Saturday, September 14, 2019
Rain Date: Sunday, September 15, 2019
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 _____

Barbara Meloy
Parks & Recreation
973-835-5700 X145

Amy Dempsey
Parks & Recreation
973-835-5700 X158

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School Organizations/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 _____

ORGANIZATIONS USING SPACE IN THE PAVILION, BANNERS MUST BE HUNG ON YOUR ASSIGNED TABLE, BANNERS ARE NOT PERMITTED TO BE HUNG ON THE PAVILION.

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:

- Please Submit:
1. Signed application
 2. Signed Contract

Cost: \$25

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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Business & Outside Organizations
Selling/Retail
Game of Skill to be 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: \$125

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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Food Vendor 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'x15'

NEW *Booth Fee: \$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 \$54 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 _____

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

CONTRACT

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

2019 Pequannock Parks and Recreation Hoedown

Saturday September 14, 2019 with a Rain Date of Sunday September 15, 2019

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