

Pompton Day 2022

Information Packet

POMPTON DAY 2022

Presented by: Pompton Lakes Recreation / Pompton Lakes Town Council
Location: Lakeside School Parking Lot Entrance on Van Ave, Pompton Lakes NJ
Date: Sunday September 4, 2022 (Rain Date 9/5/2022)
Time: Setup- 7:00 am. Vendor Displays 11:00-5:00 pm **unless otherwise noted**
(No early breakdown, cars must be off the road by 10:30 am)
Facilities: 10 Ft Spaces, vendors supply own tables / canopies. Cars may not stay with vendor

Payment: \$65 for single space \$90 for double space \$120 Food Vendors
\$120 RV Price (Check in 7 am to 9 am) _____
\$25 Non Profit Donation

Vendors responsible for obtaining ALL necessary permits from Borough Clerk/Board of Health (973-835-0143 & Fire Safety Permits for cooking vendors 973-616-5918)

Checks Payable to: Pompton Lakes Recreation. For more info email pomptonday@yahoo.com
Mail to: Pompton Day / Recreation Attention Pompton Day -25 Lenox Ave, Pompton Lakes NJ 07442

THE UNDERSIGNED VENDOR AGREES TO THE FOLLOWING TERMS AND CONDITIONS:

1. Pompton Lakes Recreation Commission & Borough of Pompton Lakes are not liable for any loss or damages & will not be responsible for any personal injury to the vendor, employees, agents, invitees and / or merchandise. The Vendor hereby agrees to indemnify, hold harmless and defend the above-named entities and their employees, agents or assigns from any acts or failures to act by the vendor, employees, agents or invitees.
2. Vendors are responsible for any damage they may cause while participating in the day's events.
3. The Vendor area will be cleaned and orderly upon departure.
4. The Pompton Lakes Recreation Commission reserves the right to restrict the sale or display of any items or services or causes that have not been previously approved by the Commission. No Glow products, silly string, poppers, snappers, bow & arrows and Candy Cigarettes.
5. Termination of this agreement by the undersigned vendor results in the sponsor retaining one-half of the vendor's payment. There will be No Refunds after August 5th, No refunds other than described herein. All tax liabilities and permits are the sole responsibility of the vendor.
6. We reserve the right to change returning Vendor's numbered spot. Vendor spot provided at check in, not before.
7. Vendor releases Pompton Lakes Recreation and the Borough of Pompton Lakes and authorizes the use by same of all pictures, images or other information obtained on Pompton Day or relating to Pompton Day.
8. Vendor Contracts are due by August 5, 2022. Any contracts after August 5, 2022 will be put on a waiting list.
9. Any Food Trucks that have their Windows on Left side must check in from 7 am to 9 am.
10. No Car or any types of vehicles are left in the vendor spot location without the permission of the Pompton Lakes Recreation Commission.

DATE _____ SIGNATURE _____ EMAIL _____
COMPANY NAME _____
NAME (Print) _____ PHONE _____ Amount Enclosed _____
ADDRESS _____ CITY _____ ZIP _____
PRODUCT _____
SOLD/DISPLAYED _____
RESERVE: \$35 Non-Profit \$65 SINGLE \$90 DOUBLE \$120 FOOD \$120 RV (CIRCLE ONE)
Number of Spaces Needed _____ Generator Yes or No (Circle one) 8/22/21 kvm
RV Size _____



POMPTON LAKES RECREATION COMMISSION

Borough Hall Pompton Lakes, NJ 07442

It's Our 17th POMPTON DAY 2022 FUNFILLED DAY FOR ALL FROM SUN-UP TO SUNDOWN

Dear Potential Sponsor or Donor:

Pompton Day is an annual event that is held on Labor Day Weekend in Pompton Lakes for the past Sixteen years. This year our event will commence on Sunday, September 4th, rain date is Monday September 5th.

We have experienced a very successful event year after year. 15,000 are in attendance to enjoy our events and food vendors, shop and experience the wonderful Borough of Pompton Lakes. Many attendees are not only from our borough, but include residents from surrounding township in northern New Jersey.

The day kicks off with our Children's Fishing derby at 7 am, followed by our 5K Run at 9am at Hershfield Park and ends with an explosive finale of fireworks over our beautiful Pompton Lakes at 8:30 pm. There are many events including, our duck raffle, dunk tank, win a fish contest along with many other activities for children of all ages throughout the day and into the evening. Pompton Day is a fun-filled day for the whole family!

Many organizations with our borough are responsible for the planning and participation in our annual event including the Pompton Lakes Recreation Commission, Pompton Day Committee and local government departments, volunteer organizations and officials. As in the past, Pompton Day proceeds will be dedicated to our Pompton Lakes Recreation and Teen Center. This department is a valuable asset to our community and provides positive activities for the youth of Pompton Lakes.

We are kindly asking you to consider sponsoring or donating to this special event this year. Attached you will find a list of items and activities we are looking for sponsorships for.

Your donation is a contribution in our plight to continue to provide the youth of Pompton Lakes with a "positive place" to spend their free time.

If you need further information regarding Sponsorship please contact Mike Sciacchetano at 973-715-5234 or Donation consideration, vendor table information or details about this event, feel free to contact Karen Murphy via phone at 973-839-4167 or email pomptonday@yahoo.com or for more information on Pompton Day visit our website at pomptonday.com

Thank you for your consideration and support.

Many thanks,
Pompton Day Committee Chair/ Pompton Lakes Recreation Director
Karen Murphy

Pompton Day 2022 Potential Sponsorship items and activities

- Fireworks display off of Lakeside Bridge: \$10,000
- Kid Zone with inflatable: \$3,000
- Petting Zoo: \$1,700
- Dunk Tank: \$750
- Teen Center table goldfish game: \$500
- Pompton Day Raffle Ticket Prizes- \$1000 (\$500, \$300 and \$200 Visa Gift Card)
- Golf Cart Rentals \$1200
- 5k Run / Walk Trophy's \$800
- 5K Run Shirts \$1,800.00
- 5K Run Chip Timing \$800
- United Wrestling Association Pro-Wrestling (UPA) \$1000
- Pompton Day Shirts - \$1200
- Porta-Johns \$1000

Please send donation to Pompton Lakes Recreation 25 Lenox Ave, Pompton Lakes, NJ.
We thank you for your support of the Pompton Lakes Recreation and Teen Center. Any
and all donations are welcomed.

Sponsor Sign Advertising Order Form

Thank you for your purchase of an advertising sign which helps sponsor Pompton Day! It is an excellent way to reach the many Pompton Lakes residents, as well as the many residents from other communities who will be attending Pompton Day.

Ad artwork should be camera ready and sized according to the specifications below. Acceptable file types are: high resolution JPG, PDF or vectorized EPS. Please note that scanning artwork off of a business card WILL result in a poor quality image for printing. Pricing and sizing for the signs are listed below. Your ad logo and information may be emailed to the email address of the contact person listed below, or given to us on a non-returnable CD at the address listed below. Your payment along with this order form may be returned to the address below. Checks are to be made payable to the **Pompton Lakes Recreation**.

Pompton Day Committee
Attn: Michael Sciacchetano
25 Lenox Ave.
Pompton Lakes, NJ 07442

If you have any questions, please call or email Michael Sciacchetano at:
pomptonday@yahoo.com or call (973) 715-5234

This form along with payment and your ad / artwork is due no later than August 15th.

Business Name: _____

Contact Person: _____

Phone: _____ Email: _____

Website: _____

Other info for the sign: _____

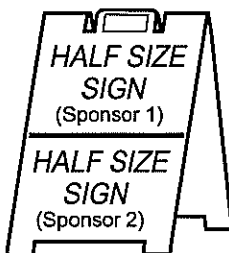
Ad Sign Size Specifications

Price

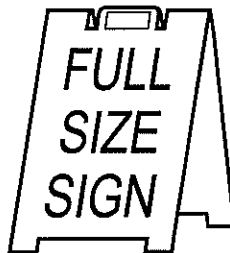
Quantity

Total

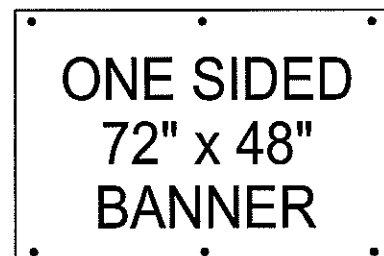
24" x 18" Half Size Single Sided Sign	\$ 75.00	_____	_____
24" x 36" Full Size Single Sided Sign	\$120.00	_____	_____
24" x 36" Full Size Double Sided Sign	\$200.00	_____	_____
72" x 48" Single Sided Banner	\$250.00	_____	_____



ONE SIDED



ONE OR TWO SIDED





BOROUGH OF POMPTON LAKES

25 Lenox Avenue, Pompton Lakes, New Jersey 07442

(973) 835-0143

Fax (973) 839-8132

Dear Prospective Temporary Food Vendor:

Any vendor participating as a temporary food establishment must first submit an application with the Borough Health Department. The registration application must be submitted at least **7 days prior** to the scheduled event. Once your temporary retail food application is processed, a license will be issued to you on the day of the event. Only registered food vendors will be able to participate.

Enclosed is a copy of the temporary retail food license application and a pamphlet focusing on food safety at temporary events, which includes the expected responsibilities of the participating vendors at the event.

If you have any questions please contact Jill Walsh (973) 835-0143, ext.235. Thank you for your participation.

BOROUGH OF POMPTON LAKES
25 Lenox Avenue, Pompton Lakes 07442
PHONE 973-835-0143 FAX 973-835-7494

LICENSE NO. _____

TEMPORARY RETAIL FOOD ESTABLISHMENT LICENSE APPLICATION

NAME OF APPLICANT _____

TRADE NAME _____

BUSINESS ADDRESS _____

HOME ADDRESS _____

PHONE NUMBERS: _____
HOME BUSINESS CELL

IF INDIVIDUAL OR PARTNERSHIP, STATE NAMES & ADDRESS OF EACH:

NAME ADDRESS PHONE NO.

IF APPLICANT IS INCORPORATED, STATE WHERE: _____
(STATE)

NAME ADDRESS

PRESIDENT _____

SECRETARY _____

REGISTERED NEW JERSEY AGENT _____

LOCATION, DATE(S) AND TIME(S) OF EVENT:

LIST TYPES OF FOODS/BEVERAGES TO BE OFFERED:

ALL FOODS/BEVERAGES MUST BE OBTAINED FROM A LICENSED, INSPECTED WHOLESALE OR
RETAIL FACILITY. HOME-PREPARED FOODS ARE STRICTLY PROHIBITED.
PLEASE LIST YOUR FOODS/BEVERAGES SUPPLIER:

FEE: \$40.00 - Valid for 7 Days Only

Make checks payable to Borough of Pompton Lakes and submit with application.

The undersigned hereby applies for a Temporary Retail Food Establishment License
and agrees to comply with and abide by all the ordinances, rules and regulations
of the Department of Health of the Township of Wayne.

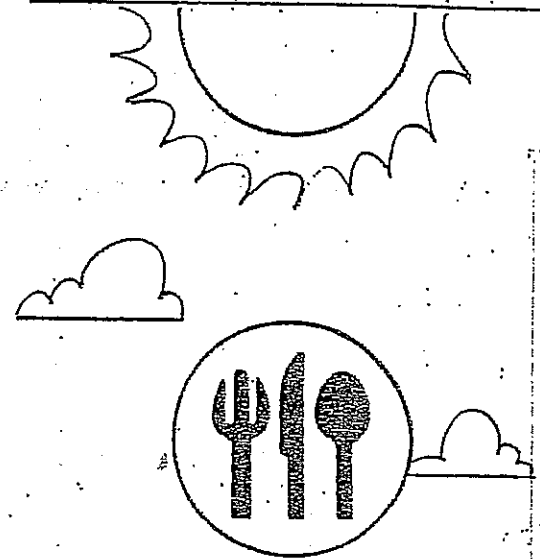
Signature of Applicant _____

FOR OFFICE USE ONLY:

FEE PAID _____ DATE PAID _____

FOOD SAFETY AT TEMPORARY EVENTS

Published by:
The Food Sanitation
Professional Development Group
International Association of
Milk, Food & Environmental Sanitarians
200 W Merle Hay Center
6200 Aurora Avenue
Des Moines, Iowa 50322
1-800-369-6337



Distributed courtesy of:

Wayne Health Department
475 Valley Road
Wayne, New Jersey 07470
(201) 694-1800 ext. 3243

Are your hot foods hot?
Cold foods cold?
Equipment and utensils clean?



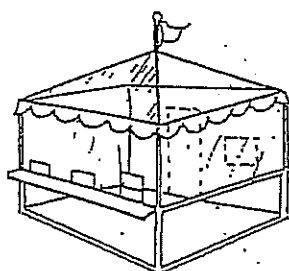
14 Steps to Safe and Sanitary Food Service Events

Church suppers, street fairs, civic celebrations and other similar events call for food service outlets to be set up out-of-doors or in locations where keeping foods safe and sanitary becomes a real challenge. This 14-step guide will help you keep your temporary event free of the risk of food poisoning.

1 Permits. Check with your local government agency about permits and code requirements. Be prepared to tell the department where you will hold the event, what you plan to serve, where the food will come from, how you will prepare and transport it, and the precautions you will take to prevent contamination.

In the event of a foodborne illness, it will help if you can show you ran your event "by the book."

2 Booth. Design your booth with food safety in mind. The ideal booth will have an overhead



covering, be entirely enclosed except for the serving window and have only one door or flap for entry. Clear plastic or light colored screening on side walls will aid visibility. Only food workers may be permitted inside the food preparation area; animals must be excluded.

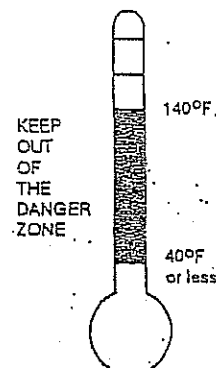
The more your food is exposed to outsiders, the greater the likelihood of contamination.

3 Menu. Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, potato salad, cut fruits and vegetables, etc.) to a minimum. Avoid using pre-cooked foods or leftovers. Cook to order, so as to avoid the potential for bacterial contamination.

tion. Use only foods from approved sources, avoiding foods that have been prepared at home.

Complete control over your food, from source to service, is the key to safe, sanitary food service.

4 Cooking. Use a food thermometer to check on cooking and cold holding temperatures of potentially hazardous foods. Hamburgers and other ground beef should be cooked to 155° Fahrenheit or until juices run clear; poultry parts, to 165°; pork and other meats to 145°.



Most illnesses from temporary events can be traced back to lapses in temperature control.

5 Re-heating. Heat foods to above 165°F within 30 minutes. Do not attempt to heat foods in crock pots, steam tables or other hot holding devices, or over sterno.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

6 Cooling and cold storage. Foods that require refrigeration must be cooled to 40°F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches deep and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly.



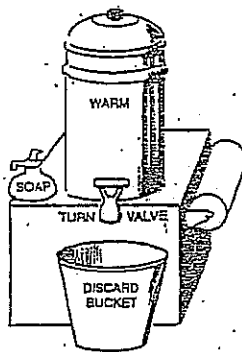
Allowing hazardous foods to remain unrefrigerated for too long has been the cause of many episodes of food poisoning.

7 Transportation. If food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls. Use refrigerated trucks or insulated containers to keep hot foods hot (above 140°F) and cold foods cold (below 40°F).

Neglecting transportation can undo all the good of your other measures to prevent contamination.

8 Hand Washing. Provision must be made for an adequate hand washing facility. In a pinch, a large urn full of water, a soap dispenser, a roll of paper towels and a bucket to collect waste water may do the trick.

The use of disposable gloves can provide an additional barrier to contamination, but gloves are no substitute for hand washing. Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease.



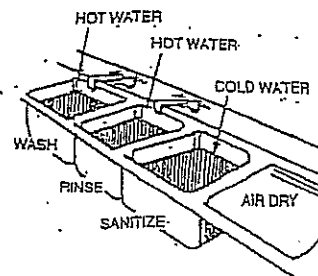
9 Health & Hygiene. Only healthy workers should prepare and serve food. Any who show symptoms of a disease—cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.—or who have open sores or infected cuts on the hands should not be allowed in the food booth. Workers should wear clean outer garments and should not smoke in the booth.

Ill or unclean personnel are the frequent cause of foodborne diseases. Smoking, besides being unhealthful and aesthetically unappealing in food preparation, contributes to the contamination of workers' hands.

10 Food Handling. Avoid hand contact with raw, ready-to-serve foods and food contact surfaces. Use disposable gloves, tongs, napkins or other tools to handle food.

Touching food with bare hands transfers germs to the food.

11 Dish Washing. Use disposable utensil for food service. Keep your hands away from food contact surfaces, and never reuse disposable ware. Wash equipment and utensils in a 4-step sanitizing process: washing in hot, soapy water; rinsing in hot water; chemical sanitizing; and air drying.



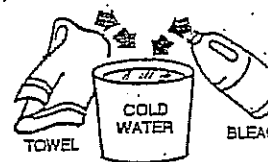
Clean utensils provide protection against the transfer of harmful germs.

12 Ice. Ice used to cool cans and bottle should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice, never the hands.

Ice can become contaminated with bacteria or viruses and cause foodborne illness.

13 Wiping cloths.

Rinse and store your wiping cloths in a bucket of sanitizer (for example, 1 capful of bleach in 2 gallons of water). Change the solution every 2 hours.



Well sanitized work surfaces prevent cross contamination and discourage flies.

14 Insect Control & Wastes. Keep food covered to protect them from insects. Store pesticides away from food. When you apply them follow the label directions, avoiding contamination of food, equipment or other food contact surfaces. Place garbage and paper wastes in refuse container with a tight-fitting lid. Dispose of waste water in a sewer or public toilet.

Flies and other insects are carriers of foodborne diseases. The chemicals used to kill them can be toxic to humans.

The Top Six Causes of Food Poisoning

From past experience the U.S. Centers for Disease Control and Prevention list these six circumstances as the ones most likely to lead to illnesses. Check through the list to make sure your event has covered these common causes of foodborne disease:

☐ *Inadequate Cooling and Cold Holding*

More than half of all food poisonings are due to keeping foods out at room temperature for more than 2-4 hours.

☐ *Preparing Food Too Far Ahead of Service*

Food prepared 12 or more hours before service increases the risk of temperature abuse.

☐ *Poor Personal Hygiene and Infected Personnel*

Poor handwashing habits and foodhandlers working while ill are implicated in 1 out of every 4 food poisonings.

☐ *Inadequate Reheating*

When leftovers are not reheated to above 165°F, illness often results.

☐ *Inadequate Hot Holding*

Cooked foods not held at above 140°F until served can become highly contaminated.

☐ *Contaminated Raw Foods & Ingredients*

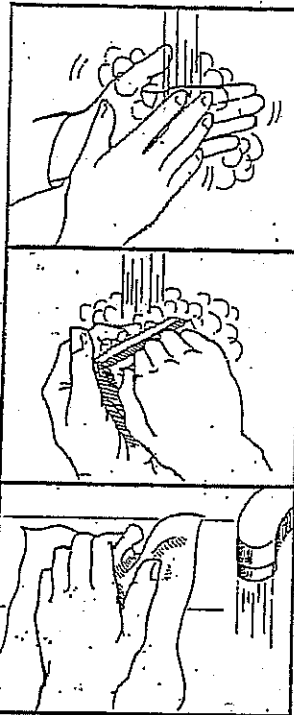
Serving raw shellfish or raw milk that is contaminated, or using contaminated raw eggs in sauces and dressings, has often led to outbreaks of foodborne disease. It is always safer to use pasteurized products.

Remember: When in doubt, throw it out!



Clean Hands For Clean Foods

Since the staff at temporary food service events may not be professional food workers, it is important that they be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:



☐ Use soap and water.

☐ Rub your hands vigorously as you wash them.

☐ Wash ALL surfaces, including:
-back of hands
-wrists
-between fingers
-under finger nails using a good brush.

☐ Rinse your hands well.

☐ Dry hands with a paper towel.

☐ Turn off the water using paper towel instead of your bare hands.

Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:

- Using the toilet
- Handling raw food.
- Coughing or sneezing.
- Touching hair, face or body.
- Smoking.
- Handling soiled items.
- Scraping tableware.
- Disposing of garbage.



**POMPTON LAKES FIRE DEPARTMENT
FIRE PREVENTION BUREAU
P.O.B. 218
Pompton Lakes, New Jersey 07442 0218
Phone 973-616-5918**Office
973-831-4414**Fax
Email jkeating@pomptonlakes-nj.gov**



Dear Vendor,

Thank you again for participating in our annual Pompton Day. In order to maintain a safe day, we would like to take this opportunity to remind you of some important safety features for your cooking operations:

- 1) Please call the Fire Prevention Office to apply for a Fire Safety Permit. You must obtain a permit prior to the event and it must be displayed in public view.
FIRE PERMIT FEE: \$54.00 as required by N.J. Division of Fire & Safety.
- 2) You must have a Fire Extinguisher with a minimum classification of 3A40BC and it must be placed no further than ten feet of your operation.
- 3) Propane tanks that have a hydro static test date 12 years or greater WILL NOT BE ALLOWED ON PREMISE. PLEASE INSPECT AND DO NOT BRING THEM ON SITE.
- 4) IF YOUR COOKING OPERATION HAS A BUILT IN FIRE SUPPRESSION SYSTEM, YOU WILL NEED TO PROVIDE A COPY OF YOUR MOST RECENT SIX MONTH INSPECTION. AS REQUIRED BY :
N.J. INTERNATIONAL FIRE CODE AND N.F.P.A. 96
- 5) As required, on the day of the event, the Fire Prevention Office will inspect your location before your operation commences and issue you your Fire Safety Permit.

If you have any questions, please call the Fire Prevention Bureau office at (973-616-5918)

Thank you.

John F. Keating
Pompton Lakes Fire Inspector

APPLICATION FOR FIRE PERMIT

The Uniform Fire Code States:

" It shall be unlawful to engage in any business activity involving the handling, storage or use of hazardous substances, materials or devices; or to maintain, store or handle materials; to conduct processes which produce conditions hazardous to life or property; to install equipment used in connection with such activities or to establish a place of assembly without first obtaining a permit from the fire official." (N.J.A.C.5:18-2.7(a))

NOTE: Each individual act requires a separate permit. There are five types of permits. You should consult your local Fire Official for the number and types of permits required and for information on fees.

Date of Application	Location where activity will occur and proposed date

Applicant

Name	Address
State if corporation Partnership, or as individual	Telephone No

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

And for 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.

SIGNED

Title