



Phillipsburg, New Jersey

Dear Food Vendor,

**For updated information on the festival, activities and all necessary vendor forms, email [LianaM@lehighvalleychamber.org](mailto:LianaM@lehighvalleychamber.org)**

We are celebrating 34 years of the annual Phillipsburg Ole Towne Festival in Phillipsburg, New Jersey! To help our great town celebrate, we are seeking quality vendors for Saturday, October 29, 2022.

The 2022 Ole Towne Festival will be jam-packed with festival favorites and entertainment for attendees of all ages. Shappell Park will be filled with live music, food and craft vendors, free family entertainment, free children's activities, a hot dog eating contest, a magic show, and more. Of course, the festivities conclude with a stunning fireworks show Saturday evening.

Thousands are expected to attend this year's Ole Towne Festival and enjoy all the attractions in store. **Join in on the excitement as an official food vendor during the weekend!** As a food vendor, please review the following guidelines to assure an atmosphere of fun and quality is provided to our attendees:

1. THERE WILL BE **NO BOTTLED WATER, SODA, OR ANY RELATED ITEM SOLD.** FAILURE TO FOLLOW THIS RULE WILL RESULT IN EJECTION FROM THE FESTIVAL AND **FEEES WILL NOT BE REFUNDED.**
2. FOOD VENDORS MUST PROVIDE THEIR OWN TENTS, TABLES, CHAIRS AND EXTENSION CORDS.
3. IT IS YOUR RESPONSIBILITY TO FILE ALL NECESSARY PAPERWORK. IF YOU WILL BE COOKING WITH PROPANE, YOU MUST FILE FOR A FIRE PERMIT WITH THE STATE OF NJ. THE COST OF THE PERMIT IS **\$54.00**, WHICH IS NOT INCLUDED IN THE FESTIVAL REGISTRATION FEE. IT WILL BE YOUR RESPONSIBILITY TO HAVE THE CORRECT FIRE EXTINGUISHER AT YOUR STAND.
4. YOU MUST FILL OUT THE ATTACHED APPLICATION FOR THE WARREN COUNTY HEALTH DEPARTMENT AND MAIL IT DIRECTLY TO THEM. THE APPLICATION FEE THIS YEAR IS **\$50.00** MADE PAYABLE TO "WC TREASURER."
5. ALL ITEMS FOR SALE MUST BE APPROVED BY THE FESTIVAL COMMITTEE.
6. ALL VENDORS MUST COMMIT TO THE DURATION OF THE DAYS THEY SELECTED.
7. ALL VENDORS MUST COMPLY WITH ALL CDC AND COVID GUIDELINES.

### **FESTIVAL TIMES:**

**Saturday, October 29, 2022– 11:00 a.m. to 6:00 p.m. at Shappell Park (373 S. Main Street, Phillipsburg)**

The 34th Annual Ole Towne Festival will be a grand time for all. We hope you can participate this year! If interested, please complete the registration form and send it back to **158 A Northampton Street, Easton, PA 18042 ATTN: Ole Towne Festival.** If you have any questions, please contact Liana Marte at (610) 739-1520 or e-mail [LianaM@lehighvalleychamber.org](mailto:LianaM@lehighvalleychamber.org). Thank you!

Festively yours,

*Liana Marte*

Ole Towne Festival Chair



# FOOD VENDOR FORM

Phillipsburg, New Jersey

Please Print

COMMITTEE USE ONLY  
DATE RECEIVED: \_\_\_\_\_

OLE TOWNE FESTIVAL 2022

Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Secondary Phone: \_\_\_\_\_

E:Mail: \_\_\_\_\_

### RULES

1. THERE WILL BE **NO BOTTLED WATER, SODA, OR ANY RELATED ITEM SOLD**. FAILURE TO FOLLOW THIS RULE WILL RESULT IN EJECTION FROM THE FESTIVAL & FEES WILL NOT BE REFUNDED.
2. ALL VENDORS MUST PROVIDE THEIR OWN TABLES, TENTS & EXTENTION CORDS.
3. IT IS THE RESPONSIBILITY OF THE VENDOR TO FILE ALL NECESSARY PAPERWORK AND COOKING PERMITS, IN ADDITION TO THIS APPLICATION.
4. ALL ITEMS FOR SALE MUST BE APPROVED BY THE FESTIVAL COMMITTEE.
5. ALL VENDORS MUST COMMIT TO THE DURATION OF THE DAYS THEY SELECTED.
6. ALL VENDORS MUST COMPLY WITH ALL CDC AND COVID GUIDELINES.

**FESTIVAL TIMES: Saturday, October 29, 2022– 11:00 a.m. to 6:00 p.m. at Shappell Park (373 S. Main Street, Phillipsburg)**

DESCRIPTION OF ITEMS TO BE SOLD (If an item is not listed on this sheet, selling it is not allowed at the festival)

\_\_\_\_\_  
\_\_\_\_\_

NUMBER OF (20x10) SPOTS \_\_\_\_\_ x \$150.00 = \_\_\_\_\_

*\*\*Non-Profit Organizations—Free of Charge—Must be able to prove status.\*\**

Please make checks payable to: Phillipsburg Ole Towne Festival.

ELECTRIC: NUMBER OF 20 AMP CIRCUITS REQUIRED (110 VOLT): \_\_\_\_\_

FRIDAY \_\_\_\_\_ SATURDAY \_\_\_\_\_ BOTH DAYS (must change location) \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**DEADLINE: FRIDAY, October 14, 2022 - \$15 late fee due for all forms submitted after this date.**

### INFORMATION NEEDED?

CONTACT LIANA MARTE  
610-739-1520 OR LianaM@lehighvalleychamber.org

### PLEASE RETURN FORM TO:

Phillipsburg Ole Towne Festival  
158 A Northampton Street  
Easton, PA 18042



## **Vendor Liability Agreement**

I wish to participate as a vendor or associate in the Phillipsburg Ole Towne Festival. I agree to accept all liability and responsibility for any personal injury, property damage, loss, theft or any other harm suffered by myself or others arising from or otherwise incident to my participation in the Event.

\_\_\_\_\_ (*the Vendor*) shall indemnify and hold The Greater Lehigh Valley Chamber of Commerce and the Town of Phillipsburg, and their officials, directors, employees and agents harmless against all suits, claims demands and losses including costs, expenses and attorney's fees incurred as a result of any act or omission, neglect or misconduct of the Vendor during the Event.

If you have liability insurance check here (  )

If so, provide certificate of insurance naming the Greater Lehigh Valley Chamber of Commerce as additionally insured.

What is the amount of your liability insurance? \_\_\_\_\_  
(minimum \$500,000)

By signing this Agreement, the Vendor/Participant hereby requests the Greater Lehigh Valley Chamber of Commerce and the Town of Phillipsburg to reserve vendor space at the Event and affirms it has read, understands and agrees to all terms and provisions of this Agreement.

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## **FOOD VENDOR CHECKLIST:**

- \_\_\_ Read Vendor Letter & All Instructions (pg. 1)
- \_\_\_ Complete Food Vendor Form, with check for vendor fee made out to *Phillipsburg Ole Towne Festival* (pg. 2)
- \_\_\_ Complete Vendor Liability Agreement (pg. 3)
- \_\_\_ Provide Certificate of Insurance naming the Greater Lehigh Valley Chamber of Commerce as additionally insured
- \_\_\_ If cooking with an open flame, apply for Division of Fire Safety permit in the RIMS system and submit \$54 payment online (instructions attached separately)
- \_\_\_ Complete Warren County Health Department Temporary Food Establishment Permit Application, with check for \$50 made out to *WC Treasurer* (document attached separately)

We look forward to having you at this year's Ole Towne Festival!

### **Questions?**

**Contact Liana Marte, Ole Towne Festival Chair**

**610-739-1520**

**[LianaM@lehighvalleychamber.org](mailto:LianaM@lehighvalleychamber.org)**