



25th ANNUAL AUTUMN LIGHTS FESTIVAL

Vendor – Business Contract

Thank you for choosing to participate in the 25th Annual West Milford Autumn Lights Festival.

The Autumn Lights Festival works to ensure that there is a diverse range of vendors, civics and food at the festival. We cannot guarantee that any one or all of the products from your offering will be unique to the festival. The street festival spans over three quarters of a mile necessitating the duplication of some offerings to serve over 25,000 visitors.

Important Vendor Registration Dates:

May 1, 2019 to June 30, 2019 – Vendors who participated in the 2017 Autumn Lights Festival will have first right of refusal over the spot they had the previous year. New spots will be assigned on a first come first served basis.

July 1, 2019 to August 31, 2019 – Open registration. Spaces not requested by returning vendors **WILL BE** opened on a first come first served basis to new vendors. No exceptions. **ALL CONTRACTS MUST BE RECEIVED (not postmarked) NO LATER THAN AUGUST 31, 2019.**

In order to streamline your registration process, please use the checklist below. Each of the required items are listed to ensure all necessary information has been submitted with your contract. If the necessary information is not received with your original registration contract, your paperwork will be returned to you and you will not be registered to participate at the festival.

Please return all of the following documents included with your registration contract:

- COMPLETED 2019 GENERAL RELEASE
- CHECK OR MONEY ORDER MADE PAYABLE TO: **“TOWNSHIP OF WEST MILFORD”**
- COMPLETE HOLD HARMLESS AGREEMENT

If you have any questions, please e-mail us at info@autumnlightsfestival.com.

Thank you for your cooperation and we look forward to having you as one of our vendors!



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In cooperation with the Township of West Milford
 Autumn Lights Committee
 1614-0 Union Valley Road, PMB 108, West Milford, NJ 07480
 E-mail: info@autumnlightsfestival.com
 Website: www.autumnlightsfestival.com

Received: _____
Conf# _____
Check #: _____
Amount: _____
of Spaces: _____
Space: _____

EVENT: A Celebration of West Milford! The 25th Annual Autumn Lights Festival is capitalizing on its success. The Festival will feature vendors & artisans, 4H Exhibits, dance demonstrations, rides, food vendors and many local civic and business displays as well as live music. . .

DATE: Saturday, October 12th, 2019 - 10am to 5pm (Set-up begins at 7:00am)
 (Heavy rain date: Sunday, October 13th)

PLACE: Union Valley Road (*Intersection of Marshall Hill Road to Bearfort Shopping Plaza*) West Milford NJ 07480

COST: \$75.00 (*non-refundable*) for each 10' X 10' space (larger space is available in 10x10 increments 10x20=\$150.00, 10x30=\$225.00, etc.)

Check or Money Order made payable to: *"Township of West Milford"*

Mail completed forms and payment to (WE DO NOT ACCEPT EMAIL COPIES OF CONTRACTS):

West Milford Autumn Lights Festival Committee
 1614-0 Union Valley Road, PMB 108
 West Milford, New Jersey 07480

Specify Merchandise: <input type="checkbox"/> Merchandise <input type="checkbox"/> Business or Services <input type="checkbox"/> Other _____					
Bringing Tent	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bringing Generator	<input type="checkbox"/> Yes <input type="checkbox"/> No	Trailer**	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Business/Vendor					
Contact person					
Street Address					
City		State		Zip	
Telephone		Cell			
E-mail (<i>must provide</i>)					
Merchandise description					

DEADLINE: All original signed contracts must be received by: August 31, 2019

****All trailers must be disclosed and approved. Location will be assigned based on space requirements.**



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- 1- 10' X 10" space will be provided for the festival. Your tent must not extend past the 10' space and all of your goods must not be outside of your contracted space.
- Your cancelled check serves as your receipt.
- ***No refunds will be issued after June 30, 2019.*** The **HEAVY** rain date is Sunday, October 13th 2019 and will be used at the discretion of the ALF Chairman and Township through notification on the ALF website.
- There are no guaranteed locations. The festival is configured based on the route.
- ***Tables, Chairs, Electric and Water is NOT provided.*** Vendors can bring a generator; however, the WM Fire Department must approve it. ***Vendors are responsible for contacting WM Fire Marshall for approvals.*** Contact West Milford Fire Department at (973) 728-2840 to obtain the necessary guidelines and applications.
- We are not responsible for lost, stolen or broken merchandise.
- The event is open to sellers of varied merchandise (***subject to approval***). We do not have exclusivity for any vendor or food vendor.
- ***Vendors are responsible for obtaining all necessary health permits/licenses for home baked goods or food items (subject to approval) from the Township of West Milford Health Department.*** These permits must be applied for well in advance of the event. Contact the West Milford Board of Health Department at (973) 728-2720.
- No alcoholic beverages, fireworks, pornographic/sexual material, or offensive material is permitted. The Autumn Lights Festival is a family friendly event and reserves the right of refusal for all questionable vendors.
- Vendor personnel will not harass, threaten or abuse any person or organization involved with ALF. ***If a verbal or physical situation does arise with vendor/personnel, the participants will be asked to leave and/or be removed by the authorities. The vendor will not be permitted to participate at the festival. We take safety seriously.***
- Insurance COI, Hold Harmless Agreement, license and/or permits are required with all food or live animal vendors. No one will be permitted to participate without all signed agreements on file.
- The festival route has limited space therefore the ALF Committee reserves the right to limit or refuse duplicate vendors. (Space assignment will be on first come, first serve basis for duplicate vendors/businesses).
- ***Limit 2 cars per vendor for parking.*** All vendors must park in assigned areas, NO PARKING IS AVAILABLE ON THE FESTIVAL ROUTE. Additional cars will be directed to designated public parking areas.
- ***Deadline for all Vendor registration is August 31ST, 2019 (no exceptions)***



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2019 VENDOR / BUSINESS GENERAL RELEASE

(Vendor/Business Name) _____ has agreed to rent booth space as part of the 25th Annual Autumn Lights Festival for the sum of \$ _____ (non-refundable) and in consideration thereof agrees to indemnify and hold harmless the Township of West Milford, its employees, and all participating committees and volunteers from any and all damages, claims, liabilities or judgments arising from the undersigned's activities engaged in during the dates above including but not limited to the reimbursement of any and all costs of litigation, including reasonable attorney's fees incurred in defense of an action against the Township of West Milford. My signature verifies that I have read and am in agreement with the rules and regulation set forth in this contract.

Signature

Date



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Hold Harmless Agreement & Insurance Requirements

For use of Township of West Milford Property or facilities

For and in consideration of the use/rent of Union Valley Road Street Fair,
(name of facility)

West Milford, NJ 07480.

On the following dates: Saturday, October 12TH, 2019, for the purpose of: the 25th Annual West Milford Autumn Lights Festival, **the undersigned agrees to indemnify and hold harmless the Township of West Milford its officials, agents, and employees and/or volunteer workers** from any and all injuries, damages, liability, claims, costs and attorneys fees arising out of the use of said premises or property referenced including any losses or damages arising from the acts or omissions of any family member, agent, vendor, guest, participant, visitor, employee, servant or other person attending or working the event herein referred to.

This Agreement shall remain in full force and effect for any continued, additional or postponed date(s) for event indicated.

The Township of West Milford reserves the right to cancel or interrupt the event if the representations set forth herein and on application, or guidelines for use of said property are not adhered too or if the Township determines that a situation that might lead to personal injury, property damage or violation of law exists.

Type of Organization (check one):

Individual LLC Partnership Non-Profit Corporation Public Entity

Name of Organization (**PRINT CLEARLY**)

_() _____ () _____
Cell Phone # Other Phone #

Address (not PO Box)

X _____
Authorized Signature Date

Print Name (**CLEARLY**) E-mail (**PRINT CLEARLY**)