



Dear Food Vendor,

We are pleased to announce the rebirth of Victorian Days, September 8 and 9, 2018, with two full days for dishing up great food, like yours! The event will take place at Garret D. Wall Park in the beautiful, historic and quaint town of Belvidere, NJ. We hope you will join with us for two days of creating an environment that showcases the Victorian Era and the timelessness of our small town. We are looking to secure food vendors that will provide a wide array of food choices for our visitors.

Your attendance at the festival, which draws thousands, is free, but we do ask that you donate back a portion of your gross proceeds to Belvidere Heritage, Inc., for the furtherance of our educational and heritage-preserving events. We thank you in advance for your generous donation.



Spaces in the park are 12 feet by 12 feet. If you are a food truck, you will be placed on the street in front of the Warren County Courthouse. Please let us know your space requirements.

Please read this document in its entirety to ensure that your space for Victorian Days 2018 gets reserved! This is an agreement between Belvidere Heritage Inc., and the vendor. As the vendor you agree to the following:

1. All vendors must provide a health certificate from the Warren County Board of Health, and, if necessary a fire permit from the State of New Jersey Department of Community Affairs. **Copies of these two documents need to be submitted by August 31, 2018.** Following are your guides/links for securing these documents:

Warren County Board of Health Food Permits \$50: The Warren County Temporary Food Establishment Permit Application is attached to the email as a separate document. For further questions call Tracy Smith, Clerk III, 908-475-7960.

State of New Jersey Department of Community Affairs, Uniform Fire Code, Cooking Vendor Guidelines:  
[http://www.nj.gov/dca/divisions/dfs/forms/bfce/rims\\_cooking\\_vendor\\_tent\\_canopy\\_guidelines.pdf](http://www.nj.gov/dca/divisions/dfs/forms/bfce/rims_cooking_vendor_tent_canopy_guidelines.pdf)

NJ Fire Permit application and payment \$42 is to be made through RIMS Online:  
[https://www16.state.nj.us/DCA\\_RIMS/Orchestratedo?initiate=true&orchestrationId=Core-NonRegisteredServices](https://www16.state.nj.us/DCA_RIMS/Orchestratedo?initiate=true&orchestrationId=Core-NonRegisteredServices)

How to get access to RIMS Online and link to your MyNewJersey account. Don't have a MYNewJersey account? While in RIMS you will be able to set one up:

[https://www16.state.nj.us/DCA\\_RIMS/Orchestratedo?initiate=true&orchestrationId=Core-NonRegisteredServices](https://www16.state.nj.us/DCA_RIMS/Orchestratedo?initiate=true&orchestrationId=Core-NonRegisteredServices)



2. All vendors need to carry liability insurance with additional insured names: Belvidere Heritage, Inc., the Town of Belvidere and the County of Warren, NJ. Certificate of insurance is **due in by August 31, 2018**. Small, local organizations, that do not carry liability insurance, must sign and include the insurance waiver with their application.
3. Please provide a list of all foods you would like to sell at Victorian Days. In order to be fair to all food vendors, Belvidere Heritage Inc., reserves the right to limit your menu.
4. We are pleased to announce that vendors will be included in all our social media and advertising related to Victorian Days. We would love for you to return the favor and include our links on your social media.
5. Within a week and by September 17, 2018, please send a check in the amount of the percentage of gross proceeds that you agreed to donate back. Please make checks payable to Belvidere Heritage, Inc., PO Box 134, Belvidere, NJ 07823. There is a \$50 return check fee for insufficient funds.
6. All vendors agree to be in attendance for both Saturday and Sunday, September 8 & 9, 2018. Breaking down before the event concludes on Sunday at 5:00pm is prohibited.
7. The event takes place rain or shine, please be prepared for both.
8. Event times and setup times are:

<b>Saturday, September 8</b>	<b>Sunday, September 9</b>
Event Times: 9:00am to 6:00pm	Event Times: 11:30am to 5:00pm
Setup Times: 7:00am to 8:00am	Setup Times: 9:00am to 10:00am
Vendors may set up Friday Evening after 5:00pm	

9. No vehicles may be driven onto Garret D. Wall Park at any time. Please unload your vehicle/s and remove them from around the square by 8:00am on Saturday, and 10:00am on Sunday. This will be strictly enforced, avoid a towing charge.

Please fill out and mail the next page back to Belvidere Heritage, Inc. Non-profits please include verification of your non-profit status. If you will be signing a waiver, in lieu of liability insurance, please include that with the application. We look forward to making your acquaintance for the 30<sup>th</sup> Celebration of Victorian Days! If you have questions, please email us at [belvidereheritage@gmail.com](mailto:belvidereheritage@gmail.com) or message us through our Facebook page.

Sincerely,

The Board of Directors of Belvidere Heritage, Inc.

Please provide all information requested and sign the agreement. Keep a copy for your records and submit the following:

- The signed agreement , and if applicable, include a copy of your non-profit status.
- List of all foods you would like to sell.
- Health Certificate from Warren County, NJ, **due no later than August 31, 2018.**
- Fire Permit, if needed, from State of New Jersey, Department of Community Affairs, **due no later than August 31, 2018.**
- A copy of your liability insurance naming Belvidere Heritage, Inc., the Town of Belvidere, NJ, and the County of Warren, NJ, as additional insured names, **due no later than August 31, 2018.**
- Small, local organizations who do not carry liability insurance, include the waiver with the application.

Mail application and all documents and certificates to Belvidere Heritage Inc., PO Box 134, Belvidere, NJ 07823. If you would like to scan and email your application and information, that's OK. Email to [belvidereheritage@gmail.com](mailto:belvidereheritage@gmail.com)

Food Truck Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Website/Facebook etc. \_\_\_\_\_

Menu: \_\_\_\_\_

Food Truck, how much space do you require? \_\_\_\_\_

Please indicate the percentage of gross sales that you will donate back to Belvidere Heritage, Inc:

For Profit: \_\_\_\_\_ Non-Profit: \_\_\_\_\_ (not to exceed \$90)

Signature: \_\_\_\_\_

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

For Office Use Only: Menu: Health Cert: Fire Cert, if applicable: Liability Cert: Waiver:
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If you are a small, local organization and do not carry liability insurance, we ask that you sign this waiver and submit with your application.

## Waiver

This agreement is between Belvidere Heritage, Inc, and \_\_\_\_\_.  
*(enter your business name)*

In consideration of participating in the Victorian Days event to be held September 8 and 9, 2018, I hereby release, waive, discharge and covenant not to sue Belvidere Heritage, Inc., the Town of Belvidere, NJ, nor the County of Warren, NJ, their officers, agents, employees or volunteers from or for any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage or injury, including death that may be sustained by me or my associates, or any of the property belonging to me or my associates, whether caused by negligence or otherwise, while participating in Victorian Days, or upon the premises where the activity is being conducted.

In signing this release, I acknowledge that I have read the above and sign it voluntarily as my own free act and deed, and that I am at least eighteen (18) years of age, and/or am the parent or legal guardian of the individual participating in the event.

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

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