

# FOOD VENDOR

**Festival Hours:** SEPTEMBER 8 - 5PM - 10PM  
*For Public* SEPTEMBER 9 - 11AM - 10PM  
SEPTEMBER 10 - 11AM - 6PM  
\*See load-in times on Concession Agreement



Dear Vendor,

Thank you for your interest in acquiring food vendor space at the 2017 Oysterfest to be held on September 8th, 9th and 10th in Asbury Park, NJ. Spaces are assigned on a first-come, first-served basis - however, all attempts will be made to accommodate specific space requests for returning vendors. The Asbury Park Chamber of Commerce reserves the right to make changes to space assignments as necessary.

One food vendor's space will consist of one 20'W X 10'D area. Tents, tables and chairs are the responsibility of all vendors. If you require a larger footprint, multiple spaces can be reserved.

The rate per space is **\$1,100**, with a **10%** discount available if registration is received by **May 15th**. Applications received after the July 15th deadline will be charged a 5% administration fee.

**We require a \$200 security deposit with your application on a separate check.** This is to ensure all terms and conditions set forth in this application are followed throughout the festival by all vendors. If you comply with all the terms and conditions, this check will be returned to you at the end of the festival. Please acquaint yourself with the terms and conditions and let us know if you have any specific concerns.

Please mail the completed application no later than: JULY 15th, 2017.

Your application will be accepted within 15 business days unless otherwise notified. Oysterfest Vendor Packages will be mailed out on or before September 1st, 2017.

Should you have questions, please call the Asbury Park Chamber of Commerce at (732) 775-7676.

THANK YOU! We look forward to having you at this year's OYSTERFEST!

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**Complete and return the following no later than July 15, 2017.**  
**(Early Registration deadline May 15, 2017)**

- Food Vendor Application and two separate checks made payable to A.P.C.C.
- Concession Agreement
- Insurance Certificate naming The City of Asbury Park, Asbury Partners LLC, The Asbury Park Chamber of Commerce, its officers and staff as additionally insured and held harmless.  
*See Insurance on Concession Agreement*

# FOOD VENDOR

## Application

**Festival Hours:** SEPTEMBER 8 - 5PM - 10PM  
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PLEASE PRINT CLEARLY AND FILL OUT ENTIRELY

NAME: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ARE YOU A NEW VENDOR OR A RETURNING VENDOR?: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ PO BOX: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WEBSITE URL: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

NJ TAX ID #: \_\_\_\_\_

DESCRIPTION OF FOOD MENU ITEMS\* (Include price range. Attach separate sheet if necessary):

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

*\*New Food Vendors must send a minimum of 3 photographs of your products and your booth setup.*

SPECIAL REQUESTS/ACCOMMODATIONS \_\_\_\_\_

\_\_\_\_\_

ARE YOU A FOOD TRUCK? \_\_\_\_\_ DIMENSIONS OF TRUCK? \_\_\_\_\_

NUMBER OF SPACES REQUESTED (Each space is 20'x10'): \_\_\_\_\_

**NOTE: Vendor spaces are priced at \$1,100\* each - Deadline for food vendors is July 15th!**

**A \$200 security deposit is required, on a separate check, with your application.**

Applications and payments received by May 15, 2017 will receive a 10% discount. Applications received after July 15, 2017 will incur a 5% administration fee and must be paid by Certified Check.

**Mail completed forms to:** Asbury Park Chamber of Commerce,  
Attn: Oysterfest Committee,  
P.O. Box 649, Asbury Park, NJ 07712

Email: [info@asburyparkchamber.com](mailto:info@asburyparkchamber.com)

**\*Payment, Security Deposit, and Insurance Certificate must accompany application.**

Make checks payable to **Asbury Park Chamber of Commerce** OR

Call our office at (732) 775-7676 to pay by credit card.

# **FOOD VENDOR Concession Agreement**



The City of Asbury Park and the Asbury Park Chamber of Commerce, in conjunction with the Oysterfest Committee hereby grants to \_\_\_\_\_

whose address is \_\_\_\_\_

a non-exclusive license to conduct a concession in conjunction with the Asbury Park Oysterfest in Asbury Park, NJ, subject to all applicable federal, state, county, local laws and regulations, and on the following terms and conditions:

- **Food Vendor Set-up:** Friday from 9am – 3pm, Saturday and Sunday 8am – 10am. There will be no designated parking, vendors must remove all vehicles one hour prior to start of event and will not be permitted on festival grounds until the event is over and visitors have left the site. We will assist anyone with special needs on a first come, first served basis. **ARRIVE EARLY!**
- **Vehicles:** Not permitted to be left on the festival grounds overnight, with the exception of food trucks. Any vehicle left on the lot without permission of the Oysterfest Staff will be towed at the expense of the vendor.
- **Hours:** Vendors MUST be open for business by 5:00pm on Friday and remain open for all days and hours of the festival. Vendor's area must be staffed during the entire time that the event is open to the public on each day of the festival, **early break down will not be allowed.**
- **Food:** Vendors should strive to provide something delicious for everyone. Be creative. Food vendors will be accepted on a first come basis, we will limit duplications. A LIST OF ALL MENU ITEMS AND PRICES MUST ACCOMPANY APPLICATION. Your menu will be restricted to approved items and pricing, please do not bring items not approved for sale to the festival.
- **Menu: PRICING MUST BE POSTED AT THE FESTIVAL**
- **Alcohol:** Food Vendors are not permitted to sell alcoholic beverages.
- **Space:** Any displays, merchandise racks, props, signs, or other free standing equipment and vehicles must be contained within the vendors purchased 20'x10' space(s) and may not be used to extend the vendor's purchased space
- **Operation:** Within this space each vendor is responsible for supplying all of the elements needed for their operation, including cooking equipment, propane, tents, tent lighting, tables and chairs. Banners and signs must look professional. If you need help finding local resources for equipment rentals or banners and signage please check our preferred vendor list.
- **Tents Only:** No blue tarps! **Tents must be made of fire retardant material and certifications must be available.** Tents must be secured by weights, no stakes.

- **Appearance:** The overall appearance and presentation of your booth is critical to the overall feeling of the festival and to your retail success. Décor is an essential part of the Festival so please keep in mind the emphasis on design when planning your booth. All booths should be neat, attractive and well-maintained throughout the event.
- **Music:** There will be live music on the stage throughout the festival, vendors are NOT permitted to use amplified sound of any kind unless approved by the Oysterfest Committee prior to the event.
- **Reservation:** No tables/spaces will be reserved by application alone, ALL payments must accompany application. Your payment reserves your space for the festival. (\$50.00 fee for returned cheks)
- **Guarantee:** Vendor space is limited and is not guaranteed until your space is paid in full.
- **Locations:** Vendor location will be assigned by the festival committee. Please include any special requests on your application. We do our best to accommodate requests but cannot promise anyone a specific spot at the festival. Priority placement will be given to vendors who have included oyster items in their menu. There will be **no changing of spaces** – the space provided will be your space for the event.
- **Fire Department:** All vendors must comply with city and state fire laws, regulations and requirements. Vendors must also provide one approved fire extinguisher to be located within the food booth The Health Department and Asbury Park Fire Department will visit your booth on friday. Fire Inspection Fee will be \$42.00 payable to the Asbury Park Fire Department. **Application and fee must be presented at time of inspection.**
- **Insurance:** Food Vendors MUST provide a \$1,000,000 General Liability Insurance rider naming “The City of Asbury Park, the Asbury park Chamber of Commerce, it’s officers and staff” as additionally insured. Certificate must be provided by September 1st, or vendor will not be permitted on-site.
- **Utilities:** Electricity is not provided. All generators must be quiet and without fumes. There is limited access to running water on the festival grounds, but there is no water hookup for individual vendors.
- **Trash/Recycling:** It is the Vendor’s responsibility to take all recyclables, cooking fluids and charcoal with you upon leaving the event, nothing can be left behind and space must be left clean or security deposit will not be returned. These items cannot be disposed of in trash recepticles.
- **Refunds:** Vendor fees are NOT refundable for any reason. Should you not be able to attend it is your responsibility to fill the space and notify the organizer of the changes. You may sell your space to another approved vendor if unable to attend, or request that your space be honored at a future event.
- **Weather:** This is a rain or shine event. No refunds will be provided.
- All vendors/exhibitors agree to hold blameless all Oysterfest staff members, volunteer workers and festival employees and agents against any loss, damage, theft, expenses, claims or actions arising from any personal or property damage, loss or theft due to said vendors participation in Oysterfest.

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_