



# The 17<sup>th</sup> Annual Parsippany Fall Festival Street Fair



Sunday, September 30<sup>th</sup>, 2018 Noon to 5:00 PM  
North Beverwyck Road, Lake Hiawatha

Parsippany's 17<sup>th</sup> Annual Fall Festival is Sunday, September 30<sup>th</sup>, 2018. You are invited to participate this year, in what promises to be one of the most successful festivals yet. There will be entertainment, rides, and other attractions to help bring out people to the event.

Display location square footage varies depending on location and intended use. The minimum size of each location will be 12' x 12'. Vendors will be spread out along the festival route.

North Beverwyck Road merchants have first preference on the area in front of their establishments as long as a completed registration form and the required fee is received at the Recreation Department by September 7<sup>th</sup>, 2018.

Discounts apply if registration is received & payment is made to the Recreation Dept. office or postmarked (with payment) before August 17<sup>th</sup>, 2018. All registration forms must be received with payment at the Recreation Dept. office or postmarked (with payment) by Sept. 21<sup>st</sup>, 2018.

**Late registrations will NOT be accepted & will be returned.**

If you wish to participate, please complete the agreement on the back & submit to the Recreation Dept. If you have any questions, please email us at [recreation@parsippany.net](mailto:recreation@parsippany.net). We look forward to your participation.

Type of Business/Organization	Fees	
	Early registration (due by 8/17/18)	Full Price (due by 9/21/18)
North Beverwyck Road Business	\$125	\$150
Parsippany Food Vendor	\$125	\$150
Out of Town Food Vendor	\$325	\$350
Non-Food / Drink Vendor	\$75	\$100
Non-Profit Fund-Raising Display - Township	FREE	FREE
Non-Profit Fund-Raising Display - Out of Town	\$25	\$25

**Non Profits: Please provide proof / copy of nonprofit status or certification with registration form. Contact the office for 501c's that qualify for this**

Payment Options: Check, Cash & Credit/Debit. Mail form in with check. Email or Mail form & pay via card over the phone. Drop off form in person & we accept all forms of payment at the office.

**Please make checks payable to: Township of Parsippany**  
**Mail to: Parsippany Recreation, 1001 Parsippany Blvd, Parsippany NJ 07054**

*Terms, conditions and registration form is on the reverse side.*

*See other side ➔*

Name of business or group: \_\_\_\_\_

Org./Business FULL Address: \_\_\_\_\_

Name of Contact (day of event): \_\_\_\_\_

Phone # for Contact (day of the event): \_\_\_\_\_

Email for Contact (day of event): \_\_\_\_\_

Our company/group will sell/display/promote: \_\_\_\_\_

Notes to Know: \_\_\_\_\_

*The Participant hereby expressly agrees to indemnify, defend, and hold harmless the Township of Parsippany-Troy Hills and its officers, directors, employees, assigns, agents, volunteers, contractors, and vendors against any claim, damages, or judgment, including attorney's fees, related to or arising from his or her participation in any event/activity, whether approved or not.*

*Participant will be responsible for their conduct while participating in the event/activity and enforce all laws, regulations, ordinances, and rules as required by the Township. Participant agrees and acknowledges that any violations of laws, regulations, ordinances, or rules will not be tolerated and any said violations shall subject the Participant to expulsion from any and all Township events, property and facilities, and any and all future Township sponsored events and programs.*

1. If you require more than one location then you must submit a form for each location. DO NOT ask for more than one location on one form.
2. We will accept more than one vendor per company, brand, etc. For example: more than 1 vendor from Avon or Weichert can be accepted. We will spread similar types of vendors along the length of the festival.
3. Water and electricity will not be provided.
4. Each vendor will receive a notification of acceptance of this application. Your assigned location will be given to you at check-in. Do not call for locations. Locations are assigned with consideration given to local businesses and organizations first.
5. All registered vendors will receive instructions regarding check in & setup closer to the event date.
6. Cleanup must begin at 5:00 pm and be completed as quickly as possible. The vendor is responsible for cleanup of their display space. Garbage containers will be provided. Food vendors must ensure that the area around their display space will be free of food, grease, paper etc.
7. Please state the type of food / merchandise you wish to sell in the area provided. BE SPECIFIC –If more space is needed use an additional piece of paper. Again, PLEASE BE SPECIFIC. Vendor / group agrees to limit sales / displays to that stated on this form.
8. Inspections of all vendors will be performed prior to the start of the event. Any vendor that is not in compliance with Health, Fire and other event requirements will be asked to leave. You do not need to apply for a health or fire permit. You may contact the fire or health department regarding specific rules/regulations.
9. Absolutely no refunds. This agreement cannot be cancelled and the event will be held rain or shine.

Signature x \_\_\_\_\_  
(Must be signed by officer or responsible party).

*Note: Forms that are received incomplete, without a signature or without payment, will be returned!*