

# 2nd Annual Cultural Festival

May 10, 2025 11am-3pm

Woolsey Park, Hopewell, NJ

**Application/Agreement for Vendor**

**Application Due Date: April 1, 2025**



Name \_\_\_\_\_ Email \_\_\_\_\_

Business Name \_\_\_\_\_ Website \_\_\_\_\_

Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Description of Products/Promotion \_\_\_\_\_

☐ 10'x10' Space-\$100 For-profit businesses

☐ 10'x 10' Space- \$25 Non-profits, school groups, and for-profit crafters

*(Tables, chairs, tent, and electricity are not provided.)*

## CRITERIA FOR ACCEPTANCE

- Photos must be submitted with application
- Township reserves the right to select vendors for the event
- Do not send Payment until notified
- Notifications will be sent by April 9, 2025
- Payment due by April 15, 2025

## VENDOR SET-UP INFORMATION & GUIDELINES

Set-up begins at 8:30am. Vendor space will be supplied at set-up. All vehicles must be removed from the festival site, and vendors must be ready for business by 10:00am. Each vendor supplies complete booth, including tables and chairs. Booth is not to be left unattended at any time during the festival.

**Email this completed Application to:**

**mketchum@hopewelltp.org**

## VENDOR RESPONSIBILITIES

Compliance with applicable state or federal laws is the responsibility of the vendor (collection of sales tax). Submission of an application is an implied agreement to abide by the rules set forth herein. Indicate parking for product re-supply and other needs.

The Township of Hopewell is not responsible for accidents, damages or other loss incurred by the vendor. Damage to the festival site caused by the vendor will be the vendor's responsibility. NO REFUNDS.

## VENDOR TAKE DOWN INFORMATION

All vendors must remain in place until 2 pm. Take down vehicles may enter the festival site after 2 pm and must be removed from the festival site by 4 pm. Vendor site must be left clean and free of debris at the end of the festival. If not, a \$75.00 penalty fee will be charged.

All vendors must obtain a Certificate of Liability of Insurance that names The Township of Hopewell as an Additional Insured with the date and location of the event and has commercial general liability insurance with the minimum limits shown:

Limits	
Each Occurrence	\$ 1,000,000
Damage to rented premises (Ea Occurrence)	\$ 100,000
MED EXP (Any one Person)	\$ 10,000
Personal & ADV Injury	\$ 1,000,000
General Aggregate	\$ 1,000,000
Products– Comp/OP AGG	\$ 1,000,000
Combined Single Limit (Ea Accident)	\$ 1,000,000
Bodily Injury (Per person)	\$
Bodily Injury (Per Accident)	\$
Property Damage (Per Accident)	\$
Each Occurrence	\$
Aggregate	\$
E.L. Each Accident	\$ 100,000
E.L. Disease– EA Employee	\$ 100,000
E.L. Disease– Policy Limit	\$ 500,000

For more information, please call (609) 737-0605 ext. 6750 or email [mketchum@hopewelltpw.org](mailto:mketchum@hopewelltpw.org)