



Vendor Registration Form



Vendor Name: _____

Responsible Party: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Vendor Type

- Food Truck: *(please list type of food)* _____
- Concessions (other than food trucks): *(please list type)* _____
- Retail: *(please list type)* _____
- Entertainment: *(please list type)* _____
- Other: *(please specify)* _____

Terms & Conditions and Applicable Fees

Food Vendors (Food Trucks & Concessions)

Food vendors are responsible for obtaining the necessary licenses from the **Pequannock Township Health Department** and the **Pequannock Township Fire Prevention Bureau**. Vendors are responsible for all applicable permit fees. Please contact us at oktoberfest@pequannockems.org for application details. All food vendors are subject to inspections by health and fire prevention officials upon submitting an application.

General Vendors

- Vendors must provide their own tables, chairs, tents, and electricity.
- Generators are acceptable but are subject to a fire prevention permit. A committee member with contact you with details.
- A **\$50 vendor fee** is required, payable directly to the **Pequannock Township First Aid & Rescue Squad**.
- Payment options include online payment, cash or check. If selecting the cash or check options, a representative will contact you for further instructions.

Space & Approval

- Booth locations are assigned on a **first-come, first-served basis**, subject to committee approval.
- While we will make every effort to accommodate space requests, placement is not guaranteed.

Insurance Requirements

- Vendors may be required to provide a **Certificate of Insurance (COI)** naming the **Township of Pequannock** as an additional insured.
- If required, a committee member will notify you.

Office Use Only:

Application Rec: _____ Health Permit Rec: _____

Fire Permit Rec: _____ Insurance Rec: _____

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- Failure to provide the certificate at least **five (5) days prior to the event** will result in forfeiture of participation, and any fees paid will be **non-refundable**.

Event Policy

- Oktoberfest is a **rain or shine event**.
- All vendor fees are **non-refundable** and considered a **tax-deductible donation**.

Sponsorship & Advertising

- Vendors may submit a **high-resolution copy of their logo** for promotional purposes.
- For additional sponsorship opportunities, please contact us.

Questions can be emailed to oktoberfest@pequannockems.org or contact Greg directly at 201-926-6171.

Responsible Party Signature

Date

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Application Rec: _____ Health Permit Rec: _____
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