



General Vendor Sign-Up Application

Event: _____

Date of Event: _____

Organization: _____

Contact Person: _____

Address: _____

Phone: _____ **Fax:** _____

E-mail: _____

Type of Service/Describe your Booth:

Please detail any and all planned activities, games or giveaways; and where possible enclose a sample of hand-outs or include a detailed description. If you plan on serving food or beverages, list the menu items and their cost. **Any and all games of chance and alcoholic beverages are prohibited.**

It would be greatly appreciated if we receive your application with the payment as early as possible.

Cost of Booth Space: \$125.00 Food, \$100.00 Non-Food

Type of Space:

Display Space _____ Food Space _____

Electricity Needed Y/N _____ Intend to have music at your space Y/N _____

All display/food spaces are allotted to a 10' x 12' area ONLY, unless granted otherwise. **We provide the space; you provide the tents, tables, chairs, etc.** Please make sure that the tents or canopies will fit in the allocated space. ** Food vendors will be permitted to remain till after fireworks. Please note food trucks are allotted 10' x 30' area ONLY.

Please be advised that once your location on the field is determined, there will be no changes made on the day of the event. Space will be allocated on a first-come first served basis.

Please return application with check, cash or money order to assure a reserved space. Please make checks and money orders to: Borough of Prospect Park.

**~ IMPORTANT ~
PLEASE READ AND SIGN BELOW**

WE ENCOURAGE YOU TO SETUP YOUR SPACE AND INCLUDE AN ACTIVITY THAT WILL DRAW ATTENTION TO YOUR AREA. THIS WILL HELP MAKE THE DAY FUN AND EXCITING FOR ALL PARTICIPANTS AND PATRONS ALIKE. DISPLAYING ITEMS OR GIVING OUT LITERATURE ABOUT YOUR PRODUCT AND/OR SERVICE IS ALSO ENCOURAGED.

- All participants are encouraged to have a fun activity in the spirit of the event.
- Sale of merchandise in the display is permitted.
- There will be no sales of raffle tickets in any area.
- Participants are required to clean up their space at the end of the day.
- Vendors are responsible for obtaining any type of permit that may be required; i.e. food handlers permit etc.
- The Borough of Prospect Park reserves the right to deny any application for use of a space in the event if it is determined that the proposed activity is not in the best interest of the health and welfare of the residents of Prospect Park and/or the attendees of the event.
- The Borough reserves the right to discontinue any activities at any space that is NOT operating pursuant to these rules.
- The Borough reserves the right to require any organization to provide the Borough with an insurance naming the Borough of Prospect Park as an additional insured for the day and activities.

IT IS HEREBY UNDERSTOOD AND AGREED UPON, THAT THE UNDERSIGNED APPLICANT WILL ASSUME RESPONSIBILITY FOR THE PRESERVATION OF ORDER ON SAID GROUNDS, LIABILITY FOR ALL DAMAGES INSECURED, INJURIES SUSTAINED, OR LOSS OF PROPERTY THAT MAY ACCRUE, AND FOR THE DUE OBSERVATION OF PROSPECT PARK.

IT IS ALSO UNDERSTOOD AND AGREED UPON THAT THE UNDERSIGNED APPLICANT AGREES TO INDEMNIFY AND HOLD HARMLESS THE BOROUGH, IT'S OFFICERS, EMPLOYEES AND AGENTS FROM ALL LIABILITY, ACTIONS, SUITS, JUDGEMENTS, LOSS, EXPENSE, COST AND DAMAGE WHICH MAY ARISE BY REASON OF ANY DAMAGE OR INJURY SUSTAUNED BY ANY SUCH PERSON OR PROPERTY ARISING IN ANY FASHION WHATSOEVER FROM THE EVENYT OR ACTIVITIES OF THE DAY.

I have read, understand and agree to the conditions of this application for use of vendor space on _____. I also understand and agree that I will be expected to staff my area until the end of the event. If I have a space in the event, I also understand that I am encouraged to provide an activity at my area and I agree that I may sell products and/ or services during the event.

Applicant's Signature _____ *Date:* _____