



## RULES AND REGULATIONS

**Vendor Registration:** Application must include vendor registration fee, and necessary permits. Participants based upon first come first served basis.

**Promotion:** Participation in event requests vendor to promote event through their social media outlets, Facebook, Twitter, Instagram etc.

**Space Assignments:** Event management reserves the right to determine vendor location. Vendor will be informed of space location upon arrival to the event.

**Display Regulations:** No vendor area may block or interfere with a neighboring vendor.

**Set-up:** Begins at 10:00 a.m. the day of the event. Vendors must remain for the duration of the event.

**Permits:** Health and Fire Department permits are required, proof of permitting will be required. All food trucks must have a fire suppression system installed.

**Liability and Insurance:** by your participation in the event you agree to indemnify Roselle Park Loves Art, Inc., the Roselle Park Ars Festival members and volunteers, and to hold them harmless from any liability in connection with event activities. You must provide proof of comprehensive general liability insurance including “broad form of endorsement” via Certificate of Liability Insurance at the minimum level of One Million Dollars (1,000,000.00) per occurrence as a combined single limit for bodily injury and for property damage. In the Certificate holder box the additional insured must read: Roselle Park Loves Art, Inc., the Roselle Park Arts Festival its members and volunteers, Roselle Park, NJ 07204 shall be listed as the Certificate Holder. Certificate of Insurance Must be provided to Roselle Park Loves Art, Inc. no later than two weeks prior to the event (September 10, 2021). Email proof to [rplovesart@gmail.com](mailto:rplovesart@gmail.com) or mail to 335 Pershing Ave, Roselle Park, NJ 07204.

**Sales Tax – Business Registration:** Proof of registration and or authorization, permitting the vendor to collect sales tax in the State of New Jersey (i.e. Business Registration Certificate, Certificate of Authority, etc.) should be provided. If you do not have a Certificate of Authority for Sales Tax and an identification number, you must contact the NJ Treasury Department at 609-292-1730 a month prior to the event and obtain and ID Number.

**Power/Electricity:** Each vendor is responsible for bringing all necessary electrical equipment.

**Trash Removal:** Trash must be bundled for disposal. Food vendors must arrange for their own grease removal.

**Refunds:** Event organizers are not liable for delays, cancellation or postponement of event due to inclement weather, result of war, strike, or any other matters beyond their control.

**Agreement Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_