



# The Scribble Garden Vendor Contract

## Kinnelon Fall Festival KFEST 2024 September 28, 2024 1-9pm

LOCATION: 130 KINNELON ROAD, KINNELON NO RAIN DATE EVENT TIME: 1-6pm or \*\*9pm SET UP TIME: 11:00

BUSINESS NAME \_\_\_\_\_ WEBSITE \_\_\_\_\_  
 CONTACT NAME \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_ EMERGENCY CONTACT \_\_\_\_\_  
 PERSON ATTENDING THE EVENT \_\_\_\_\_ CELL PHONE \_\_\_\_\_

**DESCRIPTON OF ITEMS/MENU BEING SOLD** \_\_\_\_\_  
 \_\_\_\_\_ Price Point Lowest \_\_\_\_\_ Highest \_\_\_\_\_

NO REFUNDS FOR ANY REASON.

Type of Vendor	Before 7/15		After 7/15	
	Price	Price	# of spaces	Total
Crafters/Artists	\$95.00	\$115.00		
Crafters/Artists: all items are handmade by you	Before 5/15		After 5/15	
Retail Businesses	\$115.00	\$135.00		
Service Businesses (Please read description below)	\$150.00	\$170.00		
Non-Profits 501c3 1 space till 6pm only. Must list items selling/giving away below	\$20.00			
Businesses not selling a cash & carry product, e.g. insurance, banking, installers promotions only: <b>All give-a-ways must be pre approved,</b> NO Food, candy, balloons, face painting, tattoos, or beverages. List Items: _____				
<b>Food Vendor</b> (Must list menu items being sold above)	\$150.00 + permits	\$175.00 + permits		
<b>Food vendors</b> must complete all permit applications for the Kinnelon Health Dept. & Fire Dept. applications located on <a href="http://thescribblegarden.com">thescribblegarden.com</a> All applications must be submitted together with The Scribble Garden contract & a 2023 certificate of insurance Mail to: The Scribble Garden, 163 Newark Pompton Turnpike, Pequannock, NJ 07440				
If using a food truck; which side of your truck needs to face the customers.		Please circle: Left Right Rear or using a tent space needed: 10' x _____		

Additional options:

<b>We will be attending until 6:00 pm _____ until 9:00 pm _____</b>		The time sets the location of your booth.		
<b>Scavenger Hunt:</b> Great way to bring families to your booth and deliver your "3 minute elevator speech". The children redeem their tickets at the prize booth in the kids Zone. All Scavenger Hunt participants will have their business name and location on our scavenger hunt map. Vendors may distribute (1) ticket ONLY per child		1 reel per booth	\$20.00	
Rental of 6' Table with 2 chairs (rental of table & chairs does not include booth space fee)			\$50.00	
10 x 10 Tent Rental (does not include booth space)			\$100.00	
Price of booth space available day of event: 9/28/2024			\$275.00	

CHECK PAYABLE TO: The Scribble Garden; mail to: The Scribble Garden: 163 Newark Pompton Turnpike, Pequannock, NJ 07440

Credit Card option available online: [thescribblegarden.com](http://thescribblegarden.com) 973-713-9066 Questions: [Events@thescribblegarden.com](mailto:Events@thescribblegarden.com)

The undersigned vendor hereby applies for booth space at the above named show, has read and understands the vendor Regulations agreement below.

The Scribble Garden (TSG), its workers, the sponsors, and Borough of Kinnelon, shall not be liable for property damage or personal injury to vendors, its agents, property or employees, which may occur on or about any part of the subject premises, regardless of how such injury or damage may have occurred. Vendor waives any claim against TSG, its workers, the sponsors, and Borough of Kinnelon, and assumes all liability for loss or damage to vendor's property entrusted to the premises. Vendor shall hold TSG, its workers, the sponsors, and Borough of Kinnelon harmless & shall indemnify TSG, its workers, the sponsors, and Borough of Kinnelon., against all liability or expenses arising out of any claim of injury or damage to any person or property, together with all cost in connections with the defense thereto, including attorney's fees. The above-mentioned parties will not be held responsible if the show is canceled for any reason, including acts of God, flood, COVID, construction. No refunds if the show is canceled. No Rain date, no refunds.

I HAVE READ, UNDERSTAND & AGREE TO THE above information and to the information provided on the VENDOR REGULATIONS AGREEMENT FOR THE 2024 KINNELON STREET FESTIVAL.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Kinnelon Kfest Festival KFEST 2024 September 28, 2024 1-6pm/1-9pm**

All Vendors must mail in the signed vendor contract (page 1 only).

Visit [www.thescribblegarden.com](http://www.thescribblegarden.com) If paying online, and mail or email your signed contract to:

[Events@thescribblegarden.com](mailto:Events@thescribblegarden.com) If submitting a payment with contract, checks are payable to: The Scribble Garden

Mail to: Attn: Kfest

The Scribble Garden  
163 Newark Pompton Turnpike  
Pequannock, NJ 07440

**Food Vendors:**

Must include the below permits and/or applications when submitting vendor contracts.

\*Please notice checks are payable to different departments.

The Kinnelon Health Department is a shared service with Pequannock Township. Their contact information is listed below Health Department contact: **Caterina Cappuccia** Tel: 973-835-5700 ext. 112 [ccappuccia@peqtwp.org](mailto:ccappuccia@peqtwp.org)

Fire Marshall Contact: **Mark Lime** Tel: 973-835-5700, ext. 194 email: [mlime@kinnelonboro.org](mailto:mlime@kinnelonboro.org)

Kinnelon/Pequannock Health Department Temporary Food Application Packet & Temporary

<https://www.peqtwp.org/DocumentCenter/View/14299/Kinnelon-Temporary-Packet---FillableH>

Health Permit \$50.00/\$100.00

**Payable to:** Pequannock Health Department

Kinnelon Fire Permit \$54.00

**Payable to:** Kinnelon Fire Department

<https://www.kinnelonboro.org/FCpdf/Forms/Application%20for%20permit.pdf>

Food Vendors only must provide an Insurance Certificate naming:

The Scribble Garden and the Borough of Kinnelon as the certificate holders

Mail contract & all necessary permits/applications to:

The Scribble Garden  
163 Newark Pompton Turnpike  
Pequannock, NJ 07440  
Attn: Kfest



The Scribble Garden

[thescribblegarden@gmail.com](mailto:thescribblegarden@gmail.com)

163 Newark Pompton Turnpike, Pequannock NJ 07440

# Kinnelon Fall Festival KFEST 2024 September 28, 2024 1-6pm/1-9pm

## VENDOR AGREEMENT

### Vendor Requirements:

- All vendors must post the event on their face book, website, Instagram, email blasts etc.
- Vendors provide their own tables, chairs, fixturing etc. Rentals available. (must reserve prior to event)
- All Tents must be fire rated and be properly weighted. No Exceptions. Absolutely **No** staking in pavement
- 10 % Discount for Veterans.
- All vendors must check in prior to set-up. No vendors will be permitted prior to 10:30am without permission
- Vendor agrees to remain until the event's closing time and leave with all boxes, debris, etc.
- Event Break-down: No cars in vendor area until police reopen the area.
- Vendors may not sell merchandise placed on a cloth on the ground, or out of cardboard boxes. • Vendors shall not arrange their exhibit to obscure/interfere with other vendors. Electricity is not available. Only QUIET generators with ratings of 59 decibels or less are permitted. Exhibitors intending to utilize a generator must first notify via email to: [Events@thescribblegarden.com](mailto:Events@thescribblegarden.com)
- The EVENT MANAGEMENT reserves the right to remove any exhibit which is deemed out of keeping with the character of the event; this reservation being all inclusive as to persons, products, conduct, noise, etc.
- Exhibitors may display and sell ONLY what he/she has listed on contract. No Vendor may offer any of the following goods or services without the written consent of The Scribble Garden: food items, beverages, balloons, face-painting/tattoos, or any item "free." Vendors should not give-away items other vendors are selling.
- Helium tanks must be anchored. Requirements/permits contact the Kinnelon Township Fire Dept.
- Smoking is not permitted
- Nonprofits and services may not sell items of any kind. They may only promote and educate.
- NO HAWKING- Hawking is the act of going outside of your booth, standing in front of or calling to customers who are near your neighbor's booth to give free samples, information etc. to draw customers to your booth. This type of vending harasses the customers and is disrespectful to the other vendors.

1. Exhibitors agree to read and comply with the rules and regulations in this contract. Management reserves the sole right to render all decisions, interpretations and to establish further regulations as may be deemed necessary for the overall success of the event.
2. The EVENT MANAGEMENT assumes no responsibility for, nor guarantee of the safety of, the properties of Exhibitor, its agents, and their employees, against theft, damage from fire, accident, or any other cause whatsoever; and should an accident occur within the exhibitor's space caused by the exhibitor's display or debris left by the exhibitor, the exhibitor will be held liable in case of an accident. By applying to this event, the exhibitor agrees to save and hold harmless TSG, its management, agents, employees, Borough of Kinnelon, its management agents, employees, and sponsors from any liability resulting from such accidents.
3. Exhibitor shall be liable for any deficiency, loss or damage suffered at the Event by reasons herein stated, and without in any way releasing said Exhibitor from any liability whatsoever.
4. Exhibitors shall be bound by all pertinent laws, codes and regulations of municipal and other authorities having authority over said Event, and shall fulfill all municipal, state, and federal requirements including filings in connection with all business activities and all sales. NJ state sales tax & for maintaining product liability. NJ Sales/Use tax-609-292-6400 or [state.nj.us/treasury/taxation](http://state.nj.us/treasury/taxation)

### Cancellations:

5. There will be a 50% charge for contracts canceled more than 31 days prior to the 2024 Event. NO REFUNDS on Contracts canceled within 30 days prior to the 2024 Event. No refunds or credits for any reason if the Kfest 2024 is canceled.
6. Exhibitor agrees that the termination of this contract by the undersigned or the sponsor allows the TSG to retain the total fee as liquidation. No refunds, credits or transfers are due if the contract or event is canceled.
7. The Exhibitor agrees not to hold TSG, the Sponsors, Borough of Kinnelon, their respective employees, contractors, volunteers, and/or agents (collectively referred to as the "EVENT MANAGEMENT"), liable in respect to their collective decision either to cancel or to proceed with the scheduled Event when the threat-of-rain, unsafe conditions, or threat of unsafe conditions enters into said decision.
8. If the Event is canceled, the Event will not be further rescheduled; and there will be no refunds or credits of any kind. The Scribble Garden will notify vendors via email and website posting of any and all cancellations up to and including the day of the event. NO REFUNDS GIVEN FOR ANY REASON.

