



**42nd Annual Sparta Day
Saturday, May 13, 2017
Food Vendor Registration**

- Event Time:** 10:00AM – 4:00PM
- Set-up:** 7:30AM (No vehicles will be admitted before 7:30am or after 9:00am)
- Place:** Station Park at 95 Station Road, Sparta, 07871
- Rain or Shine:** Sparta Day will take place rain or shine. In the event of **SEVERE** weather, cancellation will be listed on our website www.jwcesparta.org and an email will be sent to all vendors
- Booth Fees:** **Early bird registration – until April 15th, 2017**
\$65.00 per space in Food Plaza
Must be postmarked by April 15th to avoid increase
- Late registration – after April 15th, 2017**
\$85 per space in Food Plaza
- Non-profit Discount:** Recognized Non-Profit Organizations will receive a \$30 discount on their registration fee for one space. Discounts will not apply to additional spaces purchased.
- Town/County Fees:** **Sparta Township**
\$15 non-profit organizations and \$30 profit organizations
- Sussex County Department of Environmental and Public Health Services**
\$15 non-profit organizations and \$50 profit organizations
- Important Info:**
- Spaces: approx. 12' W x 12' D
 - **If you use a trailer, you must purchase 2 spaces**
 - Fee is for space only
 - Tables, tents, generators, booth-sitters are not provided
 - Booth Fees are non-refundable
 - No transferring or subletting booth space
 - All booth fees collected will benefit non-profit organizations
- Registration:** **Go to www.jwcesparta.org/sparta-day to register and make payments online. Please provide certificate of liability listing JWCS & Sparta Township as additionally insured**
- If organization is unable to register/pay online: Vendor Application Form, certificate of liability, and check payable to JWCS can be sent to PO Box 626, Sparta NJ 07871
- Confirmation will be sent to the email listed in registration
- Space Number:** Space numbers will be provided at gate upon arrival at Sparta Day. Arrival time does not affect space number.



FOOD VENDOR REGULATIONS

1. **NEW:** Food sales at Sparta Day are open to both non-profit organizations and for profit businesses. Non-profit organizations receive a \$30 discount on one space. Discounts will not apply to additional spaces purchased.
2. **NEW:** Food Plaza vendors can request exclusivity for *one* registered food item which will be honored on a first come first serve basis. If upon registration an item is selected that has already been claimed, JWCS will contact you to make an alternate selection. Exclusivity will not be granted for beverages. **Exclusivity requests must be accompanied by payment and must be received by 4/21/17.** Exclusivity requests received after 4/21/17 will not be honored. Exclusivity does not extend outside of the Food Plaza to vendors selling pre-packaged goods. Please note that water will be available to the public for free at two beverage stations in the park.
3. **NEW:** Food vendors must provide certificate of liability and name JWCS & Sparta Township as additional insured.
4. **NEW:** Charcoal grills and open flames are not permitted.
5. **Vendor is responsible for supplying electricity** needed to comply with food handling and preparation requirements.
6. **Vendor is responsible for supplying any water** needed to comply with food handling and preparation requirements. Water from hoses will be available at the maintenance building. If your business/organization plans to use this water, please plan transport accordingly.
7. **Cooking oil and grease must be disposed of properly.** Please do not pour oil/grease or any liquids mixed with oil/grease on the ground, grass, road, or in the stream. For fats that solidify, let them do so, then throw them in the provided dumpster. For oils/grease that don't solidify, pour them into a sealable bottle, and throw the whole container away in the provided dumpster.
8. Tables, tents and generators are not supplied and must be brought by food vendors.
9. Booth fees are non-refundable. Transferring or subletting spaces is not permitted. "Booth-sitting" is not available, please plan accordingly.
10. Sparta Day is from 10:00am to 4:00pm, **RAIN OR SHINE.** In the event of a cancellation due to **severe** weather, an announcement will be posted on www.jwcsparta.org and vendors will receive an email from JWCS.
11. **Vendor vehicles will be not admitted before 7:30am or after 9:00am** and must be parked in the vendor parking lot or exit the event area by 9:30am. Junior Woman's Club of Sparta volunteers will be on-site during set-up to direct you to your booth space.
12. **Any vehicles that remain inside the entrance gate after 9:30am cannot be moved until the event is over at 4pm.** This includes any vehicle parked in the vendor parking lot, a section A/F space, food plaza area or any other area of the event. As required by local police, no vendor will be allowed to "pack-up" and leave the park prior to 4:00pm. **This is for public safety and no exceptions can be made.**

13. No cars may remain in food vendor spaces and must be parked in the vendor lot for the duration of the event. For pedestrian safety, cars in the vendor parking lot cannot be moved until the event is over at 4pm.
14. All food vendors must submit a **Sparta Township Temporary Retail Food Application** postmarked by April 30th to Sparta Township. A fee of \$15 is required with each application from a non-profit organization. The fee is \$30 for profit organizations. The form can be found on the JWCS web site. (JWCS does not collect these forms/payments).
15. All food vendors must submit a **Sussex County Temporary Retail Food Vendor Application** postmarked by April 30th to the Sussex County Department of Environmental and Public Health Services. There is an application fee of \$50; the county has reduced the fee down to \$15 for non-profit organizations participating in Sparta Day. Forms can be found on the county website and also on the JWCS web site. (JWCS does not collect these forms/payments).
16. Food vendors are expected to leave their space **CLEAN**. Due to garbage restrictions, **ALL** vendors are asked to place all garbage and recycling in the dumpster provided.
17. All food vendors will need a hand wash station (see pg. 8 attached schematic).
18. All food vendors will provide the necessary means to keep hot foods hot and cold foods cold.
19. All food vendors must be set up to vend and be ready for an inspection at least 30 minutes before event start time.
20. All food vendors will adhere to sanitary food handling (see pg. 7 attached).
21. All vendor spaces are outside. JWCS and Sparta Parks and Recreation will not be held responsible for any issues caused by weather, animals or other forces of nature.
22. The sale of “silly string,” “magic ink,” “party snaps,” “stink bombs,” “caps” *of any kind*, “hair color spray,” “stink spray,” “smoking candy cigarettes” and live animals is strictly prohibited. Please do not include these or similar items in your Sparta Day inventory. If in doubt, email spartaday@gmail.com.
23. JWCS cannot control foot traffic and does not guarantee sale of vendor's goods.
24. Vendor displays are solely the responsibility of the vendor.
25. JWCS members will be on-site throughout the day to answer any questions, please review the Sparta Day map for location of the JWCS booth.
26. All applications must include an email address. Your confirmation will be sent electronically. If this information is not received, your registration will not be confirmed. Your space assignment will be given to you the morning of Sparta Day.

*****PLEASE DO NOT USE THE PUBLIC GARBAGE CANS*****

Register & Pay Online
www.jwcsparta.org/sparta-day



Food Vendor Application Form

In returning this form, I **acknowledge and agree to follow the enclosed vendor regulations** to ensure the success of the event and safety for all concerned. The JWCS has the right to refuse booth space at future events due to failure to follow the enclosed vendor regulations.

Business Name: _____ Tax Exempt # (NP): _____

Address: _____

Contact Person: _____ Email: _____

Telephone: _____ Cell Phone: _____

Description of food sold: _____

Requested food item for exclusivity: _____

Comments: _____

Will you be using a generator? (No power provided) YES NO

Have you included a certificate of liability naming JWCS & Sparta Township as additional insured? YES NO

Have you included a signed Food Vendor Agreement? YES NO

I have read and agree to follow all vendor regulations. Signature required: _____

ADVERTISING*

Would you like to include a promotional item in the Sparta Day Tote Bag?* (\$50 additional cost) YES NO

Would you like to purchase a Sparta Day Map Ad?* (\$100 additional cost) YES NO

Would you like to purchase a DJ Ad* (additional cost based on number of words)

DJ Ad Language 25-word max

*Please see next page for advertising details and requirements

Payment

Remember you can pay via PayPal online at www.jwcsparta.org/SDpayments.

Early Bird Registration (postmarked by 4/15/17)	Late Registration (postmarked after 4/15/17)
\$ _____ Food Plaza - \$65	\$ _____ Food Plaza - \$85
\$ _____ Non-profit One Space Food Plaza - \$35	\$ _____ Non-profit One Space Food Plaza - \$55
\$ _____ Non-profit Two Spaces Food Plaza - \$100	\$ _____ Non-profit Two Spaces Food Plaza - \$140
\$ _____ Sparta Day Map Ad - \$100	\$ _____ Sparta Day Map Ad - \$100
\$ _____ DJ Ad - \$3 per word (10am-12pm, 2-4pm)	\$ _____ DJ Ad - \$3 per word (10am-12pm, 2-4pm)
\$ _____ DJ Ad - \$5 per word (12pm-2pm)	\$ _____ DJ Ad - \$5 per word (12pm-2pm)
\$ _____ Promotional item in SD Tote Bag - \$50	\$ _____ Promotional item in SD Tote Bag - \$50
\$ _____ Additional Donation	\$ _____ Additional Donation
<i>(Donations of any amount are appreciated)</i>	<i>(Donations of any amount are appreciated)</i>
\$ _____ Total Amount Included	\$ _____ Total Amount Included

Please make all checks payable to: Junior Woman's Club of Sparta

The Junior Woman's Club of Sparta is a non-profit charitable organization registered under Internal Revenue Code 501(c)(3) (Tax ID#22-2503635).

JWCS P.O. BOX 626, SPARTA, NEW JERSEY 07871 / 973.400.9260
 spartaday@gmail.com
 www.jwcsparta.org

PLEASE DO NOT WRITE IN THIS AREA: RECEIVED _____ CONFIRMATION SENT _____

**SPARTA DAY 2017 FOOD VENDOR AGREEMENT
INDEMNIFICATION, HOLD HARMLESS AND INSURANCE AGREEMENT**

This Indemnification, Hold Harmless and Insurance Agreement ("Agreement") is made between **The Junior Woman's Club of Sparta ("JWCS")** located at PO Box 626, Sparta, New Jersey 07871 and _____
("Applicant") located at _____.

WHEREAS, Applicant has agreed to participate as a food vendor at Sparta Day 2017 sponsored by JWCS therefore the Applicant is required to execute this Agreement by which Applicant has agreed to indemnify, defend, hold harmless and maintain insurance in favor of JWCS as provided in this Agreement.

Indemnification. Applicant shall indemnify, defend, pay on behalf of and hold harmless JWCS and its members, executive committee members, Sparta Day committee members, officers, as well as all of its agents, partners, volunteers, representatives and successors from any and all liability arising out of or based upon any and all claims, accidents, injuries, damages arising out of the Vendor's negligent or improper acts, losses, theft, demands, causes of action, penalties, settlements, costs, charges, expenses, including reasonable attorney's fees, judgments and claims of any nature or kind, arising in law or equity, (collectively referred to as "Claims"), including but not limited to those involving Applicant's negligence and those brought by employees of Applicant, its agents, volunteers, contractors and subcontractors, arising out of operation and/or participation at Sparta Day 2017.

Applicant shall also defend and pay all costs in defending Claims, including paying reasonable attorney fees, professional fees and costs of suit. Applicant's indemnification obligations under this Agreement shall survive the expiration of the approval issued by JWCS.

Hold Harmless. Applicant assumes any and all risk incidents at Sparta Day 2017. Further, Applicant covenants and agrees not to make any claim against or file any legal proceedings of any nature against JWCS and any of its members, executive committee members, Sparta Day committee members, officers, as well as all of its agents, partners, volunteers, representatives and successors including those resulting from any death or injury to any person or damage or destruction to any property any way related to operation and/or participation in Sparta Day 2017. Applicant waives, releases, holds harmless and forever discharges the JWCS, and any of its members, executive committee members, Sparta Day committee members, officers, as well as all of its agents, volunteers, partners, representatives and successors from any and all liability, causes of action, claims and/or demands, arising in law or equity, of any kind including but not limited to personal injury, death and/or property damage arising out of or any way related to operation and/or participation in Sparta Day 2017. The Applicant's obligations under this Agreement shall survive the expiration or termination of this Agreement for the applicable statute of limitations period and shall not be limited by available insurance coverage.

This Indemnification and Hold Harmless Agreement is intended to be all encompassing.

Insurance. Applicant shall maintain commercial general liability insurance covering all claims for death, personal injury and property damage. The insurance shall cover Applicant's indemnification obligations set forth above. The minimum limits of liability insurance for the commercial general liability and automobile insurance shall be \$1,000,000.00 per occurrence. Applicant shall also

maintain worker's compensation insurance in an amount not less than the statutory minimum required in the State of New Jersey (if applicable). JWCS shall receive advance written notice in the event of cancellation, termination or non-renewal of the insurance required by this agreement. Upon signing this Agreement Applicant shall furnish Certificates of Liability Insurance to JWCS confirming that it is maintaining the insurance required under this Agreement by insurance carrier(s) that are duly licensed to underwrite insurance in the State of New Jersey, so requested. However, by signing this document Applicant agrees that it has or can obtain such coverage regardless of whether document is requested. All of Applicant's liability insurance shall be primary over any similar insurance maintained by or available to JWCS. Applicant and Applicant's insurance shall also waive any claim for subrogation against JWCS or its insurance carrier(s).

The Applicant acknowledges and agrees that the person signing this Agreement on its behalf is duly authorized to bind the Applicant to all of the terms and conditions of this Agreement.

By: _____

Junior Woman's Club of Sparta

Date: _____

By: _____

APPLICANT

Date: _____



Advertising Opportunities

Sparta Day Map Ad - \$100

For a \$100 donation, you will be given a 2x3.5 inch advertisement space to include your coupon or ad on our Sparta Day Map that will be distributed during the event to those in attendance. Images for Map Ads must be emailed in an EPS, PDF, or TIFF format by May 1, 2017 to jwcsparta@gmail.com.

Promotional Item Insertion (Sparta Day Tote Bag) - \$50

For a \$50 donation, you can have one promotional item inserted into the Sparta Day Tote Bags that will be distributed during the event to those in attendance. Examples of promotional items are flyers, coupons, pens, magnets, etc. **All items must be submitted for approval by JWCS on or before April 15, 2017** (unless another date is agreed upon with JWCS). Once approved, **you must provide 500 of your promotional item to JWCS no later than May 1, 2017**. Please note that the number of businesses/organizations participating may be limited.

DJ Advertising

Purchase an announcement from our Sparta Day DJ. Ads are sold per word with a 10-word minimum and 25-word maximum per submission. Slots will be sold on a first come first served basis.

TIME	COST PER WORD	AVAILABLE SLOTS
10am – 12pm & 2pm – 4pm	\$3 (\$75 max per submission)	24
12pm – 2pm	\$5 (\$125 max per submission)	20

TEMPORARY FOOD ESTABLISHMENTS FOOD HANDLING AND PREPARATION REQUIREMENTS

FOOD HANDLERS' SHALL FOLLOW THESE PRACTICES:

- ✓ Practice a high degree of personal hygiene and cleanliness in work practices and dress.
- ✓ Food handlers must wear disposable gloves and change them frequently while in the process of handling ready to eat foods only. These gloves need to be removed when exchanging cash or handling other non-food items.
- ✓ When gloves are not used work with clean hands. Wash hands thoroughly after any work interruption. Hands should be kept away from mouth, nose and hair. Fingernails should be closely cut and cleaned. Do not handle food with open wounds or sores.
- ✓ Proper hand washing facilities must be provided on site, which includes; soap, towels, running water and a dirty water collection container.
- ✓ If Port-A-Johns are provided, hand washing is needed in the Port-A-John.
- ✓ Smoking is prohibited while handling food and while in the food preparation area.
- ✓ Food handlers with communicable illness, cuts and/or infections are prohibited from preparing or serving food.
- ✓ Food handlers shall wear an apron, work shirt/blouse. These clothing items must be changed when they become heavily soiled.
- ✓ Appropriate food handling person, with copy of food handling certificate, must be present during facility operation.

FOOD DISPLAY AND SERVICE REQUIREMENTS:

- ✓ All potable water connects shall be made with food grade hose
- ✓ All porous floor surfaces (dirt/grass) shall be covered with non-porous flooring material.
- ✓ Sanitizing solution must be provided and must be at proper strength.
- ✓ Provide thermometers for monitoring cold and hot temperatures.
- ✓ Proper equipment must be provided to keep cold foods cold and hot foods hot
- ✓ All potentially hazardous foods which include food that contains milk products, eggs, meat, poultry, fish and shellfish, must be kept hot or cold as follows:
 - Hot food must be held at 135 degrees Fahrenheit or higher.
 - Cold food must be held at 41 degrees Fahrenheit or lower.
- ✓ Safe Cooking Temperatures: (Internal temperatures for raw animal meats)
 - Fish, meat, pork, and game animals must be cooked to 145°F.
 - Ground meat/fish, injected meats, and pooled eggs must be cooked to 155°F.
 - Poultry and stuffed meat/pasta/fish must be cooked to 165°F.
- ✓ Hamburgers must be cooked thoroughly until well done.
- ✓ Cross contamination of foods must be avoided. After handling raw products such as meats, poultry, eggs and fish: Change gloves/wash hands; sanitize equipment, utensils, and surfaces which were in contact with raw product.
- ✓ Condiments, especially mayonnaise and butter should be served in individual pre-wrapped packages. Do not store in the hot sun. They should be stored at or below 41 degrees Fahrenheit.

**** The use of bleach is strongly recommended to sanitize all surfaces. One capful of bleach is needed for every gallon of water.
For more information please visit: www.state.nj.us/health/coh/foodweb.

Sussex County Department of Environmental and Public Health 973-579-0370 health@sussex.nj.us

Temporary Handwashing Station

