



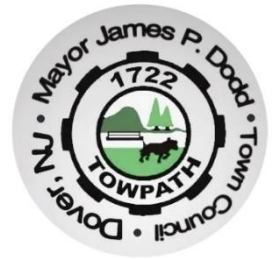
Vendor Information

DOVER CULTURAL EXTRAVAGANZA

SEPTEMBER 28TH 2024

11 AM-8 PM

Contact: Howard Rosenblatt Email- Howard@megabiteevents.com
908-625-2674



EXCLUSIVE VENDOR APPLICATION 2024 DOVER CULTURAL EXTRAVAGANZA

Mega Bite Events is assisting the Town of Dover as a promoter to coordinate and plan The Dover Cultural Extravaganza which will be hosted at the Crescent Field (120 First St. Dover, NJ 07801), entrance off of Morris St. The event is from 11 am to 8 pm.

INSTRUCTIONS:

Please read thoroughly, complete page 2, and email back to APPS@MEGABITEEVENTS.COM or mail to 1075 Easton Ave Suite 11/282 Somerset NJ 08873 to be considered as a vendor for this event.

- Vendor agrees to abide by all policies and procedures printed and incorporated in this application/contract. The signature of this contract indicates that the person signing accepts personal liability for his/her company.
- Load-in time for all vendors will start at 8 am on Sept 28th and end at 10:00 am. If you are not online to enter the festival area by 10 am, we regret to inform you that you cannot load in and set up.
- ***Vendors must remain set up until the event's closing at 8:00 pm unless otherwise notified by MegaBite Staff or Dover town officials!***
- Vendors must leave vendor space in clean condition. **No garbage is to be left behind. If you leave garbage behind, you will be charged a \$50 fee.**
- **All vendors must post and tag any event you are attending as MegaBite Events on Facebook and Instagram.**

Failure to attend an event you signed up for without notice may result in not being able to attend future MBE events.

MegaBite Events will provide a 10x10 space at each event for your set up at or near the entrance of each event. Larger spaces may be made available upon request.

NON-FOOD VENDOR SPACE FEE: \$130 (if you pay by credit card add a 4% fee). The vendor space fee must be paid at the time of application. All fees must be paid in full at the time of being accepted as a vendor, half of the fee will be refunded if the vendor notifies us that they cannot attend at least 30 days before the event. Starting September 1st, the vendor fee will go up and the new fee is \$150 if any space is available.

- Space Assignment – MegaBite Events reserves the right to determine booth location. Booth sharing is not permitted without consent. Vendor may not assign their booth or any portion of it to another person/vendor for any reason.
- We do not offer exclusive vendor product opportunities, but we do try to limit to 2 same or similar vendors where possible.
- Display regulations – No vendor or exhibit may block or interfere with a neighboring booth. Vendors shall confine all activities within the limits of the booth. Nothing may be nailed, tacked, or screwed to any of the trees in the festival area.
- Liability/Injury – Neither the organizer nor the Town of Dover will assume any liability for any injury that may occur to event visitors, vendors, their agents, volunteers, or employees during the event, including setting up/breakdown periods.
- Staffing – Your tent/kiosk location must be staffed at all times with adequate personnel to serve the attendees.
- All vendors that have tents **MUST** provide weights to secure the tent. If you do not have weights, you will not be allowed to use a tent. **A permit must be obtained at the local fire department for tents larger than 10X10.**
- Community events are protected by JIF insurance, which town officials have obtained. By accepting to participate as a vendor, your signature to this agreement accepts that the Town of Dover is NOT responsible/liable for any injury or claims of any nature, and the vendor whose signature is below holds harmless the Town of Dover, Mega Bites Events, Town Officials, employees, and volunteers from any and all claims, complaints, and accusations. Vendors that require insurance "high risk" such as mechanical rides will have to provide evidence of insurance at least 30 days before the event.



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Contact Person: _____

Vendor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Total in Vendor fees: _____

Email: _____

Description of product you will be selling: _____

All vendors will receive the vendor fee invoices via email once they are accepted as vendors. All fees must be paid within 30 days of participation acknowledgement/acceptance date, if not you will be in jeopardy of losing your slot (no exceptions).

REMINDER: Only 50% of your vendor fee is refunded if you cancel your participation at least 30 days in advance, this does NOT include all of the permit fees each vendor MUST obtain depending on their product and/or setup needs. If food will be handled, if the vendor will have an open flame, and if the vendor will be using a tent larger than the 10X10 agreed size, any pertaining fees are payable to the local municipality (health & fire departments).

NOTE: Any local vendor is welcome to drop off your signed and completed vendor application to your local municipal building located at 37 N. Sussex St. (Attn: Michelle Espada) at the Administration Office.