**2023 FESTIVAL IN THE BOROUGH**

**Date:** Saturday, September 16, 2023
**Rain or Shine
Event Hours:** 11 am to 10 pm
**Vendor Hours:** 11 am to 7 pm **Check-in & setup:** 8-10 am **Location:** 44 East Washington Avenue/Route 57
Washington, NJ 07882 (Warren County)

Attention All Arts, Crafts & Non-Food Vendors

The Washington Borough Business Improvement District (WBID) is excited to announce that this year’s Festival in the Borough will be held **September 16th.** The Festival features an array of entertainment, family fun, artisans & crafters, and dozens of vendors located throughout the downtown business district and multiple stage areas. This festival is our biggest of the year, and we look forward to making this year even bigger!

**Cost:** $80 per 10x10 foot display space.

Checks and money orders should be made out to Washington BID and must be sent to our office prior to the event to reserve your space. No same-day payments will be accepted.

Washington BID

21 Belvidere Ave

Washington, NJ 07882

Online credit card payment may be available at [www.washingtonbid.org](http://www.washingtonbid.org).

All payments are final sale and are non-refundable. There is a $60 returned check fee.

**Registration:** Registration, including application, waiver of liability, and payment, must be complete at least three weeks in advance to ensure a space. Applications postmarked after **September 8, 2023**, will be reviewed as space allows. No same day registrations will be allowed.

Applications can be mailed to the above address, e-mailed to admin@washingtonbid.org, or faxed to (908) 689-8444.

For more information, visit us online at [www.washingtonbid.org](http://www.washingtonbid.org), phone (908) 689-4800, or e-mail an inquiry to admin@washingtonbid.org.

**General Guidelines for Arts, Crafts, and Non-Food Vendors**

Applicants must read and abide by the general guidelines established by the WBID. Should a vendor not comply with any of these rules, they risk forfeiture of their vending privileges. Once an application is accepted, no refunds will be given.

* Applicants may only sell the types of items included on their application.
* All giveaways MUST be pre-approved by the WBID.
* Pending time restraints, vendors will be notified via email the week of the event regarding their spot assignment. We will take requests into account but cannot guarantee a requested location. Spot assignments can be verified the day of the show at check-in locations.
* **Vendor vehicles must be moved to a designated parking area prior to the start of the event. No vendor may remain parked in the street or in a vending area during the festival. This is essential to creating safe and easy pedestrian access and maximizing parking availability for attendees – your potential customers.**
* Applying as a vendor does not guarantee a space at the festival. Vendors may be limited based on number of applicants preceding your application, redundant applications, content deemed inappropriate for this event, and space constraints. If for any reason the WBID should determine that your application will not be accepted, you will receive verbal notification.
* Please make copies of all correspondence for your records.

If you have any further questions, please e-mail admin@washingtonbid.org or call (908) 689-4800, Monday-Friday 10:00 am- 4:00 pm. Information is also available at washingtonbid.org.

**Registration**

*Vendors must agree to the following by initialing where indicated.*

* I understand vendors must submit this completed contract and payment in full prior to the event. \_\_\_\_ **Initial**
* I understand that I must submit two photos that are representative of my display and products. \_\_\_\_\_**Initial**
* I understand I can ONLY sell the types of items listed on this application. \_\_\_\_\_ **Initial**
* I understand that applying as a vendor does not guarantee my application will be accepted. \_\_\_\_ **Initial**
* I understand that I can request a space, but that final space assignment is at the BID’s discretion. \_\_\_\_\_ **Initial**
* I will get pre-approval for any promotions, free services, and giveaways I plan to offer**. \_\_\_\_\_ Initial**

**Festival Day**

Vendors must agree to the following by initialing where indicated.

* I understand I must provide my own tables, chairs, and covers. \_\_\_\_ **Initial**
* I understand I must provide a professional and clean display. \_\_\_\_\_\_ **Initial**
* I understand I must be prepared to vend between 11 am and 7 pm and that breakdowns may not begin prior to 6:45 pm. **\_\_\_\_ Initial**
* I understand that vendor vehicles must be moved to designated parking areas after unloading. \_\_\_\_\_ **Initial**
* I understand that I cannot sublease my space, nor trade spaces, nor set up in any space other than that assigned. \_\_\_\_\_ **Initial**
* I hereby give consent to the WBID to use photos of myself or my products. \_\_\_\_\_ **Initial**
* I understand that no power, water, nor any other utility is provided by the WBID**. \_\_\_\_\_ Initial**
* I understand I must break-down and clean my vending area Saturday night. The WBID is not responsible for anything left overnight. \_\_\_\_\_\_ **Initial**

I understand that the show committee, management, property owners, their servants, agents, and employees shall not be liable for injury to persons or property during arrival or departure. It is hereby understood and agreed by exhibitor that the Washington Business Improvement District will have absolutely no liability for any loss of any nature sustained by the Exhibitor. Exhibitor hereby releases the above mentioned from any and all liability of any nature for any cause. Vendors/exhibitors waive any rights or claims against the WBID, its agents, servants and employees for any and all losses or injuries and further agree to defend and indemnify the WBID from any and all claims of visitors, customers or guests of said vendor/exhibitor with respect to any injuries or losses and will provide a certificate of liability insurance upon request.

**\_\_\_\_\_\_\_ INITIAL**

*Please fill out all information below. This agreement is final between the Washington BID and the exhibitor upon signing.*

Name, Please Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Description of Exhibit and list of items to be sold:

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Price Range: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be bringing a tent? \_\_\_\_Yes \_\_\_\_No

Are you a returning vendor in any WBID event? If so, please list previous events:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did you hear about this event? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please write any additional comments and requests here.

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Please initial: I have attached at least two photos of my display and/or products. \_\_\_\_\_\_

**If this application is accepted by the WBID, I agree to sell and/or display only products/services listed on this application form, staff my booth for the duration of the vending period and abide by all guidelines established by the WBID Festival in the Borough Committee, as well as all terms listed on my application with the WBID.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I understand that this agreement is final between the Washington BID and the exhibitor upon signing.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**Vendor Waiver of Liability & Indemnification of Washington Borough BID**

As a vendor, band, disc jockey, entertainer, performer, stilt walker, horse drawn conveyance operator, ride company/operator, etc. I understand that this waiver of liability must be signed in order for me to participate in the Washington Business Improvement District’s (WBID) event. In addition I understand, and acknowledge, that my services will be provided only at the booth/stage site assigned to me (for fixed location vendors) or within the confines of the event’s geographic footprint (for roving/moving/mobile vendors) and may consist of some of the following examples of vending services: Art & Crafts sales, Food Vending, Not for Profit Fundraising activities, etc. Vending services covered by this waiver are not limited to the examples listed in the previous sentence, but include any and all vendor services provided in and during the WBID event.

I understand that in order to participate in the WBID event in any way, I must assume all responsibility & risk associated with all conditions, hazards, and potential dangers in, on, above, or about a site or location, whether they are open & obvious or concealed.

I hereby **RELEASE, DISCHARGE, & WAIVE**, any claims, actions or suits of any character, name & description, that I may have and **INDEMNIFY** the Washington Business Improvement District, the event coordinator, and its planning committee, agents, directors, officers & employees and owners/lessees of a booth site, surrounding areas, and retail establishments as a result of any injuries, damages, or death received or sustained by me or passersby in connection with the vendor services performed on, in or while I am participating in the Washington Business Improvement District’s event.

I hereby agree to **INDEMNIFY, DEFEND AND HOLD HARMLESS**, The Washington Business Improvement District, the event coordinator, its planning committee, directors, board members, officers, agents and employees and owners/lessees of a booth site, surrounding areas, and retail establishments, from and against any and all liabilities, losses, claims, costs, expenses (including reasonable attorney’s fees), damages, obligations, judgements or deficiencies of every/any kind and description, contingent or otherwise, resulting from or arising out of any of my acts or failure to act in connection with my services provided during the Washington Business Improvement District’s event identified below.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **2023 Festival in the Borough**

Vendor Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Vendor Name, Print

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed WBID DOC 6.04.15.ED.WOLI.101