



# MONMOUTH COUNTY PARK SYSTEM REQUEST FOR FOOD VENDORS

**EVENT:** CREATIVE ARTS FESTIVAL

**EVENT DATE:** SATURDAY, MAY 13, 2023  
*(Vendor selection begins on 3/8/2023)*

**EVENT LOCATIONS:** THOMPSON PARK, 805 NEWMAN SPRINGS ROAD, LINCROFT

**HOURS OF OPERATION:** 10 AM - 4 PM

**EVENT RATE:** \$75 (Main/Snack Food Truck); \$40 (Coffee/Dessert)

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1. **EVENT DESCRIPTION:**

The Creative Arts Festival is a one-day event with up to 30 jury selected art vendors. The event includes live music and activities throughout the day. This event began in 2015 and attracted approximately 1700 attendees each of its first three years, 2500 attendees in 2018, 3500 in 2019, 6200 in 2021, and 800 in 2022 (note: event was not held in 2020 due to pandemic).

2. **FOOD VENDORS SOUGHT:**

We are seeking one (1) main/snack FOOD TRUCK and one (1) specialty coffee/dessert vendor. **Main/snack food vendor's menu must include at least one main food vegetarian item.** Food items can include, but are not limited to: sandwiches/wraps, soups, salads, smoothies, popcorn, and grilled chicken.

3. **FOOD VENDING SPACE ALLOCATIONS PER VENDOR:**

Not more than one (1) Outdoor Food Space will be allocated per vendor household.

4. **LOCATION & SET UP:**

The park area will be open at 7 AM on the day of the event for set up. Set up must be completed and vendors ready for Board of Health and Fire Marshal inspections two hours prior to the start of the event. Monmouth County Park System staff will locate vendors on the day of event.

5. **ADDITIONAL INFORMATION:**

- The applicant for food vending space must be the owner, proprietor or sole agent of the organization and must provide the name and contact information for the day of event onsite operator/manager of the food concession at time of application.
- Main food/snack spaces are 25' x 25' outdoors and are designated for food trucks only. Coffee/dessert vendor will be located in a 20' x 20' outdoor space or can move throughout the event with a vendor supplied cart (vendor must notify Park System of preference when selected).
- No running water or electricity is available. Auxiliary generators not to exceed 65 decibels are permitted pending Monmouth County Park System approval. Bring in/bring out of oil/grease.
- Employees of the Monmouth County Park System and their family members are not permitted to engage in any profit-making activity associated with this event.



# MONMOUTH COUNTY PARK SYSTEM

## SPECIAL EVENT

### Food Vendor Checklist



In order to be eligible for the lottery drawing, the following items **must be included** in your application envelope. Failure to supply any of these items will result in placement on the waiting list.

- Fully completed and manually signed application. Application must clearly be marked with choices for food items.
- Payment in the form of a check or money order made payable to the Monmouth County Board of Recreation Commissioners. If choosing to pay by credit card, all credit card information must be listed on application and your card will be charged upon selection. Applicants with declined payments will be placed on the waiting list.
- Completed and manually signed "Certification to Prevent Certain Convicted Sexual Offenders Entrance to Monmouth County Park System Events."
- Legible copy of applicant's current driver's license (Applicant must include copy of letter from NJ Motor Vehicle Commission if a change of address occurred after address change stickers were no longer issued by NJMVC). In addition, if driver's license is not a photo license, you must provide an additional and separate official government issued form of photo identification (such as a passport, County ID, State ID).
- Completed Statement of Ownership form.
- Legible copy of business' State of New Jersey Sales Tax Certificate of Authority.
- Satisfactory sanitary inspection certificate issued in the past year by a government Board of Health agency.
- Application and all required information must be emailed to [Vendors@monmouthcountyparks.com](mailto:Vendors@monmouthcountyparks.com) or placed in an envelope clearly labeled with **applicant's return address, name of event, ATTN: Erika Bozza**, and marked "**Food Application.**" Application envelopes **not clearly marked** may not reach the appropriate Park System representative in time for the lottery drawing. Your application must reach us via email, mail or be hand-delivered to Erika Bozza (or designee) at 805 Newman Springs Road, Lincroft, NJ 07738-1695.





**MONMOUTH COUNTY PARK SYSTEM  
SPECIAL EVENT  
MAIN FOOD / SNACK APPLICATION**

**\*FOR OFFICE USE ONLY\***

PROG # \_\_\_\_\_

AMOUNT \_\_\_\_\_

PD. IN FULL \_\_\_\_\_

**ALL INFORMATION MUST BE COMPLETED FOR SPACE CONSIDERATION.**

**APPLICANT IS APPLYING FOR:**

Creative Arts Festival at Thompson Park  
Saturday, May 13, 2023                      10 AM – 4 PM

MAIN FOOD/SNACK (FOOD TRUCK ONLY)       COFFEE/DESSERT

**FOOD VENDOR RATE FOR EVENT: \$75 (Main Food/Snack)**  
*(Vendor selection begins on 3/08/2023)      \$40 (Coffee/Dessert)*

**SERVING FROM:**  
***(must select one)***

Tent

Food Trailer  
                 Length \_\_\_\_\_

Food Truck  
                 Length \_\_\_\_\_

Other (describe) \_\_\_\_\_

Applicant's Legal Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

DBA: \_\_\_\_\_                      Home Phone #: \_\_\_\_\_

Business Phone #: \_\_\_\_\_                      Cell Phone #: \_\_\_\_\_

Event Day Onsite Manager: \_\_\_\_\_                      Cell Phone #: \_\_\_\_\_

Business Address: \_\_\_\_\_

Street

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City                      State                      Zip

Applicant's Home Address: \_\_\_\_\_

Street

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City                      State                      Zip

Email Address: \_\_\_\_\_

**VENDOR SPACES**

- Main/snack food spaces are outdoors and are designated for food trucks only. Coffee/dessert vendor will be located in a 20' x 20' outdoor space or may use a mobile vendor supplied cart (must be noted in "serving from" section above).
- No electricity or running water will be supplied. Auxiliary generators are allowed provided that noise level does not exceed 65 decibels. Monmouth County Park System shall be the sole judge in determining acceptable noise level.
- If not operating out of a truck/trailer set-up, tents are allowed for coffee/dessert vendor providing:
  - All components of tent, including support ropes/stakes, fits within a 25' x 25' area. A 20' x 20' tent is preferred.
  - All tents shall be flame retardant and have a sewn in legible label stating such.
  - All cooking equipment must be placed in a location that assures public safety at all times. All cooking equipment must be at a reasonable, safe distance from the public (five feet from public access).
  - The Monmouth County Park System shall be the sole and final judge in determining an acceptable, safe space layout.
- All food vendors shall clearly display in plain sight to the public a menu listing all the items being sold and the price for each. No beverages may be served or sold in glass or Styrofoam containers.
- All food vendors are responsible for the removal of their own oil/grease (DO NOT pour down the storm drains).
- All food vendors shall be required to complete and submit additional forms/applications in accordance with the rules and regulations set forth by the local Board of Health and County Fire Marshal. Any fees, if applicable, shall be paid by the food vendor in addition to the fees for space(s) at the Special Event. In case of cancellation, recovery of these additional fees is the vendor's responsibility.

## FOOD VENDOR SELECTION

**MAIN FOOD/SNACK ITEMS: Number in order of your preference, maximum of 10 choices. Up to 6 menu items will be assigned. Menu must include at least one main food vegetarian option.** All food vendors can sell straight, curly, steak, or sweet potato fries; these “non-specialty fries” DO NOT count as a menu item. All food vendors can sell non-alcoholic beverages (except those listed as coffee/dessert items).

Calzone & Stromboli	_____	Popcorn	_____
Cold Sandwich/Sub/Wraps	_____	Pretzels	_____
Cotton Candy	_____	Pulled Pork	_____
Crepes	_____	Ribs ( <i>pork or beef</i> )	_____
Fried Chicken ( <i>nuggets, etc</i> )	_____	Roast Beef / London Broil / Brisket	_____
Fried Oreos	_____	Salads ( <i>be specific</i> )	_____
Fried Vegetables/Blooming Onion	_____	Sausage & Peppers	_____
Funnel Cake	_____	Seafood ( <i>be specific</i> )	_____
Grilled Chicken ( <i>except on a pita</i> )	_____	Shish-ka-bob ( <i>any meat on a stick</i> )	_____
Gyros ( <i>any meat on a pita</i> )	_____	Soups	_____
Hot Dogs & Hamburgers ( <i>including vegetarian alternative</i> )	_____	Specialty Fries ( <i>butterfly</i> )	_____
Hot Sandwich/Sub	_____	Steaks ( <i>philly, rib eye, etc.</i> )	_____
Ice Slushy / Smoothie / Fresh Fruit Drinks	_____	Stirfrys ( <i>be specific</i> )	_____
Kettlecorn	_____	Vegan ( <i>be specific</i> )	_____
Nachos	_____	<b>Vegetarian (<i>be specific</i>)</b>	_____
Pizza	_____	Zeppoli	_____
		Other ( <i>be specific</i> )	_____

**COFFEE/DESSERT ITEMS: Number in order of your preference, maximum 5 choices. Must sell hot specialty coffee.**

Cake / Pie / Cupcakes	_____	Cookies	_____	Ice Cream / Yogurt	_____
<b>Coffee, Hot Specialty/Flavored</b>	_____	Donuts / Pastries	_____	Italian / Shaved Ice	_____
Coffee, Iced	_____	Fruit	_____	Other ( <i>be specific</i> )	_____

**PAYMENTS AND SCHEDULES:** Vendor selection will be made via lottery. No spaces will be assigned unless a completed application packet for space has been received by Erika Bozza (or designee). **Payment is due with the application.** Cashier’s checks and money orders are to be made payable to: MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS and sent to said organization at 805 Newman Springs Road, Lincroft, NJ, 07738-1695 along with this signed and dated application. It is the vendor’s responsibility to contact the Township Board of Health or the County Board of Health, where applicable, and complete the appropriate paperwork for the Temporary Food License. Upon acceptance, vendor must contact the County of Monmouth Office of the Fire Marshal at (732) 683-8856 to obtain the paperwork and apply for the permit. Certificate of Insurance must be received by event management no later than 30 days prior to the event.

Payment Method:     VISA     MASTERCARD     DISCOVER     CHECK     MONEY ORDER

Card Number \_\_\_\_\_ CVV \_\_\_\_\_  
(last 3 digits in signature strip on back of card)

Expiration Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

**THE UNDERSIGNED HEREBY APPLIES FOR A VENDING SPACE AT A MONMOUTH COUNTY PARK SYSTEM EVENT AND HAS READ AND FULLY UNDERSTAND THE ENCLOSED PARK SYSTEM RULES AND REGULATIONS AND AGREES TO ACCEPT WITHOUT OBJECTION ALL THE TERMS AND CONDITIONS AS STATED.**

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



# CERTIFICATION TO PREVENT CERTAIN CONVICTED SEXUAL OFFENDERS ENTRANCE TO THE MONMOUTH COUNTY PARK SYSTEM



This certification is to be filled out by the applicant/person entering into contract with the Monmouth County Park System in the capacity as a (check one):

vendor/exhibitor     sponsor     entertainer     rides/games     demonstrator

The applicant is solely responsible for all that is contained herein.

**Reference is made to Monmouth County Board of Chosen Freeholders Resolution 05-815 Prohibiting Certain Sexual Offenders From Using Monmouth County Facilities Where Children Commonly Gather which is incorporated herewith and made a part of this Certification:**

I, \_\_\_\_\_, of full age, by way of certification in lieu of oath, deposes and says:

1. I am not a person over the age of 18 who has been convicted of any crime against a minor as listed in N.J.S.A. 2C: 7-2, or convicted of a similar crime under the statutes of any other state or nation and who as a result of said conviction is required to register with proper authorities pursuant to N.J.S.A. 2C: 7-1 et seq., or required to register with any other state or national authorities.
2. I will not allow any person over the age of 18 who has been convicted of any crime against a minor as listed in N.J.S.A. 2C: 7-2, or convicted of a similar crime under the statutes of any other state or nation, and who as a result of said conviction is required to register with the proper authorities pursuant to N.J.S.A. 7C: 7-1, et seq., or required to register with any other state or national authorities, to work at the Monmouth County Park System Special Event.
3. I will inform all those over the age of 18 who want to work at the Monmouth County Park System Special Event that anyone who has been convicted of any crime against a minor as listed in N.J.S.A. 2C: 7-2, or convicted of a similar crime under the statutes of any other state or nation, and who as a result of said conviction is required to register with the proper authorities pursuant to N.J.S.A. 2C: 7-1 et seq., or required to register with any other state or national authorities, that the penalty for trespassing onto the physical boundaries of any County Facility shall be punishable by a fine not to exceed \$200 and/or imprisonment for a term not to exceed 90 days pursuant to N.J.S.A. 40: 24-2.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

\_\_\_\_\_  
Legal Name **(Please Print)**

\_\_\_\_\_  
Legal Signature

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

Note: The above certification refers to certain convicted sex offenders over the age of 18 who are registered as tier 2 or tier 3 offenders under Megan’s Law. All persons entering into contract with the Monmouth County Park System must check all potential Monmouth County Fair workers through the New Jersey State Police Megan’s Law website at [http://www.state.nj.us/lps/njsp/info/reg\\_sexoffend.html](http://www.state.nj.us/lps/njsp/info/reg_sexoffend.html). For websites in other states, refer to [www.klaaskids.org](http://www.klaaskids.org).



# Statement of Ownership



All exhibitors/vendors applying for space at the Monmouth County Park System must submit a statement setting forth the names and addresses of all stockholders in the corporation or partners in the partnership, who own ten percent (10%) or more of its stock, of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporations' stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. This disclosure shall be continued until the names and addresses of every non-corporate stockholder, and individual partner exceeding the ten percent (10%) ownership criteria have been listed. If no stockholder owns more than ten percent (10%), note by stating "None".

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Form of Business (check one):  Individual     Corporation     Joint Venture  
 Partnership     Other (specify) \_\_\_\_\_

The applicant declares and submits that herein below are the names and legal addresses of all persons and entities that have a 10% or greater interest in the business applying for space.

NAME	ADDRESS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Attach additional sheets if needed and check here

I certify that (check one):

The list of persons named above is current and correct to the best of my knowledge.

OR

Other than myself, the applicant for space, there are no persons or entities that have a 10% or greater interest in the business applying for exhibitor/vendor space to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Applicant's Name

\_\_\_\_\_  
Title



# MONMOUTH COUNTY PARK SYSTEM VENDOR INSURANCE INSTRUCTIONS



Below are the insurance requirements that affect Special Event permit holders at the Monmouth County Park System. These regulations require your close review and attention.

1. All exhibitors and vendors selected to participate at a Special Event at the Monmouth County Park System must have **Commercial General Liability Insurance** and **Employers' Liability** at limits shown on the sample certificate, in addition to **Statutory Workers Compensation** as required by New Jersey law. Any vendor or exhibitor that permits visitors to have contact with or enter into vehicles (ex. food vendors serving from vehicles) will also be required to show proof of coverage for **Automobile Liability Insurance** for any auto with \$1,000,000 combined single limit for each accident. All such coverage shall be effective for the duration of the event, including set-up, operation, and until such time as the vendor has removed all property from the premises.
2. It is **very important** that the County of Monmouth, the Monmouth County Board of Recreation Commissioners, and their employees and agents are named as additional insured on permit holder's commercial general liability policy by endorsement. Please see sample on back for exact language required. Your insurance policy will not be accepted unless the "County of Monmouth" as stated on the sample is named as additional insured.
3. Insurance certificates must be sent **DIRECTLY FROM THE INSURANCE AGENCY** to Park Management via one of the following methods **NO LATER THAN 30 DAYS PRIOR TO THE EVENT:**

Mail: Monmouth County Park System  
Attn: Erika Bozza, Vendor Committee  
805 Newman Springs Road  
Lincroft, NJ 07738

Fax: Thompson Park Visitor Center (732) 842-4558

Email: vendors@monmouthcountyparks.com

**UNDER NO CIRCUMSTANCES WILL ANY EXHIBITOR OR VENDOR BE PERMITTED TO SET UP AND/OR OPERATE IN THE PARK WITHOUT VALID COMMERCIAL GENERAL LIABILITY INSURANCE IN EFFECT.**

**SEE REVERSE SIDE FOR SAMPLE OF INSURANCE CERTIFICATE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

INSURED <b>Name of permit holding business/organization</b> <b>Address</b> <b>Town/City, State ZIP</b> <b>Telephone Number</b>	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>					EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> A				<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ <b>500,000</b> E.L. DISEASE - EA EMPLOYEE \$ <b>500,000</b> E.L. DISEASE - POLICY LIMIT \$ <b>500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The County of Monmouth, the Monmouth County Board of Recreation Commissioners, and their employees and agents are hereby named as additional insured on permit holder's commercial general liability policy by endorsement.

Event Name:

Event Location:

**CERTIFICATE HOLDER****CANCELLATION**

Monmouth County Park System  
805 Newman Springs Road  
Lincroft, NJ 07738

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE