

# 11<sup>th</sup> ANNUAL SECAUCUS GREEN FESTIVAL

The Xchange @ Secaucus Junction (5000 Riverside Station Blvd)  
Saturday, May 7, 2022, 11:00am – 4:00pm

There is NO registration fee for this event.

Name of Business/Organization: \_\_\_\_\_

Vendor  Non-Profit  Food  Children's Activity  Presenter  Town Org.

Contact Person: \_\_\_\_\_

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

E-Mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Environmental Product/Service: \_\_\_\_\_

Type of Activity/Presentation: \_\_\_\_\_

Type of Food\*: \_\_\_\_\_

**\*NOTE:** Food Vendors must complete the Secaucus Health Department's Temporary Event Application at least one month prior to the event date. Application fees will be waived. ([CLICK HERE](#))

## SET-UP OPTIONS FOR SITE:

**TENT:** The Town of Secaucus can provide and set up a tent for a \$100 fee.

Do you need a tent?  Yes  No  I will bring my own tent.

*Please make check or money order payable to the Town of Secaucus (write Green Festival in the memo line) and mail your payment along with this application form to Ava Mroz, Town of Secaucus, 1203 Paterson Plank Road, Secaucus, NJ 07094. The tent fee of \$100 is non-refundable. (Town of Secaucus, not-for-profit organizations and presenters exempt.)*

**TABLE/CHAIRS:** The Town of Secaucus can provide tables and chairs at no charge.

# of Chairs? Drop down menu: 1, 2, 3 or 4 max

# of Tables? Drop down menu: 1, 2, or 3 max

**ELECTRICITY:** Do you need access to electricity?  Yes  No

*(If Yes, please remember to bring extension cords! Must request electricity now, no changes can be made later.)*

**OTHER:** Any other special site requests/technical or set-up requests?

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Efforts will be made to accommodate, however requests are not guaranteed.

In an effort for the Town of Secaucus to “Green our Green Fair,” we are following guidance from Sustainable Jersey. Please review the Green Festival Vendor Guidelines below that must be agreed to as a participating vendor.

**Green Festival Vendor Guidelines:**

1. I recognize and support the following Green Festival Mission as a vendor:  
“The Secaucus Green Festival seeks to raise environmental awareness and encourage daily sustainable practices that will benefit our local community and global ecosystems.”
2. I understand that I am not permitted to sell or distribute single-use plastic straws and single-use bags at the Secaucus Green Festival.
3. I understand that I am not permitted to sell or distribute single-use plastic water bottles at the Secaucus Green Festival. I understand that free water will be provided by event organizers for visitors and vendors to re-fill their reusable bottles or cups with.
4. I agree to only sell, distribute, and provide eco-friendly/sustainable products and services at the Green Festival.
5. I will try to use and sell products that are conscious of waste reduction.
6. I will not use electrical outlets unless requested on initial application and approved by the Secaucus Environmental Department due to circuit capacity limits at Xchange.
7. I understand that the Environmental Department will try to accommodate all tent, table, and chair rental requests. Unless confirmed, I understand there is no guarantee that my specific quantity request in my application will be accommodated.
8. **\*FOOD VENDORS ONLY:**
  - a. I will not provide single-use utensils in efforts to promote sustainability. I understand that utensils for patrons will be provided by the event coordinators.
  - b. I understand that I am required to complete the Secaucus Health Department’s Temporary Event Application one month prior to the event date or my ability to participate may be compromised.
9. After the event is over, I will:
  - a. Leave my given area tidy, the way it was found.
  - b. I will place unnecessary items in proper receptacles (i.e. food scraps in compost bins, cans in recycling bins, etc.).
  - c. I will leave town-provided table(s), chair(s), and tent (if applicable) in my designated spot.
10. I understand that cancellation within 2 weeks of the event or no-shows the day of without reasonable cause will result in prohibited registration for future events.
11. By filling out this application, I agree to follow all the Green Festival Guidelines and recognize that failure to comply will affect my ability to participate at this event in the future.

If you have any questions or would like to clarify any of these points, please contact the Secaucus Environmental Department.

**Thank You for participating in our 11<sup>th</sup> Annual Green Festival!**

Please register online at: <http://secaucusnj.gov/departments/environmental.html>

## **TOWN OF SECAUCUS VENDOR AGREEMENT FOR THE SECAUCUS GREEN FESTIVAL**

This Vendor Agreement is between \_\_\_\_\_ (“Vendor”) and the Town of Secaucus, New Jersey (hereinafter “Town”). Vendor agrees as follows:

**1. EVENT.** The Town will be hosting the “Secaucus Green Festival” (hereinafter “Event”) on Saturday, May 7, 2022, at Xchange, 5000 Riverside Station Blvd., Secaucus, New Jersey (hereinafter “Location”). Vendor agrees to participate as described below.

**2. FEE.** There is no participation fee. If Vendor requests a tent set-up, a fee of One hundred (\$100.00) payable by business check, bank check or money order at the time of Agreement signing will be required. This fee is non-refundable. Registration and payment deadline is March 1st 2022.

**3. HOURS AND LOCATION.** Vendor is responsible for operating and maintaining staffing at its booth/location continuously from 11:00am to 4:00 pm on Saturday May 7, 2022. In order to provide sufficient time for set up and for Department of Health Inspections to occur, all Vendors must report to the location and be ready for operation by 9:30 am on Saturday, May 7, 2022.

**4. INSPECTIONS.** Vendor shall comply with any and all inspections by the Town of Secaucus. For Food Vendors, a Board of Health inspection is required. Inspections may take place at any time before or during the Event. The Board of Health Inspection Fee shall be waived. Failure to comply with or to pass a Board of Health Inspection will result in the Vendor not being able to participate in the Event. Vendor also understands that they are bound by and shall abide by any applicable federal, state or local laws, regulations and ordinances.

**5. PRE-EVENT PLANNING.** The Town of Secaucus will provide tables and chairs at no cost if requested on the Application. Electricity will also be provided at no cost, however Vendor is responsible for the hook-up method. Vendor is responsible for any equipment, supplies or items needed for proper operation and/or hook-up (ie. electrical cords, heating elements, etc.) of their site. Vendor shall provide the Town with any technical, electrical, or other set-up requests upon signing of this Agreement. The Town will assess said needs and its ability to reasonably accommodate in its sole discretion; All requested support is not guaranteed.

**6. REMOVAL/CLEAN-UP.** All Vendors are required to have all trucks, materials and belongings removed from the Event location by Saturday May 7, 2022, by 4:30 pm. At the end of the Event, Vendor shall return the area around its site to a neat, orderly and clean condition. Any trash, recyclables, or receptacles shall be placed in locations designated by the Town. Vendor shall be responsible for, and liable to, the Town for all damages, repairs or extraordinary cleaning required.

**7. INSURANCE.** Vendor is solely responsible for securing appropriate insurance for its business activities, including coverage for the location being utilized and coverage for any agents, staff or employees involved in the Vendor’s operations in any capacity.

**8. INDEMNIFICATION AND HOLD HARMLESS.** Vendor shall defend, indemnify, and hold harmless the Town, and its officers, officials, employees and agents, from and against any and all claims, suits, actions, or liabilities, including reasonable attorney’s fees, for injury or death of any person, or for loss or damage to property, which arises out of the Vendor’s use of the Event location, or from their conduct, or from any activity, work or thing done, permitted, or suffered by the Vendor during the Event, except only such injury or damage as shall have been occasioned by the sole gross negligence of the Town.

**9. ASSIGNMENT.** This Vendor Agreement is not assignable to any other person or entity.

**10. CANCELLATION.** In the event that the Town is unable to fulfill its obligation due to damage or destruction of the Event location, acts or regulations of public authorities, civil tumult, strike, power outage, public safety and/or weather determinations by the Town, or any unforeseen occurrence requiring the cancellation of the Event; the Town shall not be held legally responsible for any damages arising from the cancellation of this Agreement.

**11. RIGHT OF ENTRY AND TERMINATION.** The Town, its officers, agents, and employees shall have the right to enter at all times during the Event to confirm conformance to this Agreement. If the Town determines, in its sole judgment, that Vendor has breached a term, the Town shall have the right to immediately terminate this Agreement prior to the conclusion of the Event without any refund to Vendor.

**12. ADDITIONAL TERMS.**

- Will comply with all Green Festival Vendor Guidelines set forth in the Application.
- Trash and recyclable containers will be provided by the Town for outside the Food Trucks and the Town shall be responsible for the disposal of such. All garbage and recyclables must be placed in the proper containers.
- Smoking is not permitted in the event, food preparation, or service areas near the Food Trucks.
- Styrofoam containers, plates or cups shall not be utilized by Vendor.
- No alcoholic beverages may be sold or served by the Vendor.

I have read the above Agreement and the Green Festival Vendor Guidelines, and fully understand and agree to all the terms as set forth.

**VENDOR**

By \_\_\_\_\_ Date \_\_\_\_\_

Name:

Title:

**Vendor Contact Person and Number for Day of Event (in case of emergency, etc.)**

\_\_\_\_\_ **Phone:** \_\_\_\_\_