



# BOROUGH OF SOUTH PLAINFIELD

2480 Plainfield Avenue - South Plainfield - New Jersey - 07080

[www.southplainfieldnj.com](http://www.southplainfieldnj.com)

## PUBLIC CELEBRATIONS COMMITTEE

Celebrating 90 years (1926 - 2016)

2016 Labor Day Theme - "90 Years of Red Carpet"

### South Plainfield Labor Day Festivities - Vendor Application

Vendor Categories (please check the one that is applicable):

**/ / Not for profit** - \$0.00 with tax identification number and proof of not-for-profit status with the completed vendor application

**/ / Profit (food)** - \$100.00 with check made out to either the South Plainfield Rescue Squad or the South Plainfield Volunteer Fire Department with the completed vendor application

**/ / Profit (non-food)** - \$50.00 check made out to either the South Plainfield Rescue Squad or the South Plainfield Volunteer Fire Department with the completed vendor application

**VENDOR'S NAME** \_\_\_\_\_

**CONTACT PHONE NUMBER** \_\_\_\_\_

**CONTACT ADDRESS** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

- The Labor Day Festivities will be held on **Monday, September 5<sup>th</sup>, 2016**. There is no rain date.
- Please return a completed vendor application and your donation as indicated above, to the attention of Debra Anne Leporino, c/o the PUBLIC CELEBRATIONS COMMITTEE, Borough Hall – 2480 Plainfield Avenue, South Plainfield, New Jersey, 07080. There will be **no** cash transactions accepted the morning of the parade and festivities.
- If your applicable donation and completed application is not received by **Friday, August 19<sup>th</sup>, 2016**, the donation is increased by **\$25.00** along with the completed application and appropriate paperwork. The completed application **must be received** prior to the above date or you will not be permitted to take part in the Labor Day Festivities.
- Any vendors who have food **must** register with the Board of Health and Fire Inspector (if applicable) before **Friday, August 19<sup>th</sup>, 2016**, and are to present the appropriate paperwork the morning of the festivities.
- If you are using an open flame and/or flammable product, you **must** register with the South Plainfield Fire Inspector no later than **Friday, August 19<sup>th</sup>, 2016**, and are to present this paperwork the morning of the festivities. Go to [www.southplainfieldfire.com](http://www.southplainfieldfire.com), click on "downloads", then click on "Fire Permits" to download the Fire Permits' application with instructions and then mail it with your check for \$42.00 to 123 Maple Avenue, South Plainfield, New Jersey, 07080, Attn: Fire Inspector. Please call 908-756-4761 for any other information or you may need.
- Once the application is completed, please mail it to the attention of Debra Anne Leporino, in c/o the Borough address above no later than **Friday, August 19<sup>th</sup>, 2016**. It is important that you complete this application as any vendors who arrive on the morning of the festivities without a completed application **will not be permitted** to participate in the festivities. The **completed** vendor application reserves you a designated spot to set up at the South Plainfield Middle School.
- Only one (1) vehicle per vendor is permitted for set up prior to the festivities and vendors are to provide their own tents, tables, chairs, etc. Absolutely **no** vehicles are allowed on the Middle School lawn or sidewalk area on the morning of the festivities.
- On the morning of the festivities, please arrive at the Middle School parking lot between 6:30 and 7:00 am if you have a trailer. All other vendors must arrive between 7:00 am and 7:30 as the roads will be closed shortly thereafter. You **must** provide proof of registration with the Board of Health, the Fire Inspector and provide a copy of your donation check and vendor application in order to set up your vendor booth.
- Only after check-in, you may unload your vehicle by driving up to the curb, parking and offloading. After offloading, you may park in the designated parking area.
- There will be no smoking, whatsoever, on the Middle School property and/or any BOE property surrounding the South Plainfield Middle School property.
- If there are any concerns regarding the above vendor application procedure, please email [SPLaborDayParade@aol.com](mailto:SPLaborDayParade@aol.com).

• **Street Vendors** – These vendors are for participation in the Labor Day Parade only. Please report to Borough Hall to register prior to the start of the parade and note that your participation in the parade does not include participation at the Middle School festivities as this is a separate vendor and application process (above).