

..... DENVILLE FEAST OF San Gennaro

Sep 22, 2024
12pm-6pm

McCarter Park
100 Bloomfield Ave
Denville, New Jersey

FOOD VENDOR GUIDELINES

More detailed day-of information including space assignments, check-in locations, and vendor parking locations are emailed to confirmed vendors prior to the Festival.

Presented by:



WHO SHOULD APPLY:

Food vendors selling food and nonalcoholic beverages (no food trucks)

PAPERWORK REQUIREMENTS

All vendors must adhere to the Denville Health Department guidelines and compliance checks, and complete the following:

1. **A Temporary Food License from the Denville Division of Health**—application provided, we will submit the fee and application on your behalf).

CHECKLIST FOR INFO REQUIRED FOR THIS APPLICATION:

- Menu of all foods to be served
- List of all food handlers
- Drawing or picture of layout including all equipment, work tables, food storage and hand washing facilities
- Copy of the commissary health department inspection report (if applicable)
- Commissary Agreement Form (must be submitted if using off-site food preparation/storage and the establishment is not owned by you)
- Copy of a health department inspection report for the mobile truck conducted within the last year which lists the license plate # of the vehicle and matches the license plate # on the application (if applicable)
- A copy of your Cottage Food Operator permit and food label(s) (if applicable)

2. **A Permit from the Denville Bureau of Fire Prevention**—required only for vendors using propane, deep fryers, or a kitchen hood suppression system (application provided, we will submit the fee and application on your behalf).

3. **Certificate of insurance (COI)** of at least \$1M in liability insurance for any food-related claims. The certificate must name “Two Girls Media” as additional insured.

ON-SITE DETAILS

- The Festival is open from 12pm-6pm on Sep 22, 2024. The rain date is Sept 29, 2024.
- No refunds provided.
- No power is available, and generators only allowed with permission.
- Set up starts at 9am. No vendors admitted after 11am.
- During load in, vendors must unload and move vehicles to the designated parking area BEFORE setting up.
- During load out, vendors must break down and consolidate BEFORE bringing vehicles back in to the Festival area.
- Vendors are responsible for keeping their areas neat and removing their own trash.
- Vendors are expected to be on time and ready to sell when the Festival opens at 12 pm and to remain open through the duration of the event.
- Two Girls Media does not assume responsibility to ensure the safety of vendor’s property.
- Vendors are responsible for collecting and remitting any sales tax and meeting any local license and permit requirements if applicable. Vendors should comply with all local, state and federal laws.
- We reserve the right to cancel the event in case of severe or dangerous weather such as heavy all day rain, sustained high winds, or lightning. Any weather-related decisions will be made by noon on Sep 21, and will be posted at sangennarodenville.com and sent out via email.

DO’S and DON’TS

- Do have a method to protect food with proper heat/chill
- Do have a fire extinguisher if needed
- Do bring garbage bags for clean up of your own area
- No selling, serving, or consuming any alcoholic beverages
- No snap caps or silly string type products
- No mascot costumes
- No walking around the festival to advertise, pass out samples, or distribute flyers
- NO DUMPING OF COOKING OIL

Contact info@twogirlsmedia.com with questions