



## BOROUGH OF CARTERET

TAQUALLA LOWMAN  
DIRECTOR, DEPARTMENT OF RECREATION

**Daniel J. Reiman, Mayor**

***Council Members:***

Vinnie Bellino  
Jorge Diaz  
Dennis DiMascio  
A.J. Johal  
Susan Naples

Dear Prospective Vendor:

It is with great pleasure that I announce the Borough of Carteret will once again be hosting our Annual Festivals. As the 2024 festival season approaches the Borough of Carteret is accepting vendor applications for our numerous festivals. The Borough continues to expand exciting entertainment with more town-wide festivals and concerts than ever before.

As a reminder, vendors must supply their tents, tables, generators, and any necessities needed to participate. A 15 x15 foot vendor area will be provided unless otherwise requested, paid for, and approved. Application pricing is based on the number of events selected for participation. Applications must be approved by the committee. You will be notified by May 10<sup>th</sup>, 2024 via email if your application has been accepted.

**Please keep in mind vendor fees are non-refundable, and if you fail to show up for a festival that you signed up to attend, you may not be permitted to participate in future events.**

Enclosed is an updated application to be completed and returned to the Carteret Health and Recreation Department, located at 61 Cooke Avenue - Memorial Municipal Building - Carteret, NJ 07008 by May 3, 2024. Incomplete applications will automatically be returned. The application must be filled out in its entirety, with all required payments and documents. When paying online you must submit proof of online payment with the application, and the application must be received within 7 days of the online payment or the payment will be returned.

**PLEASE NOTE THE FIRE DEPARTMENT WILL DO INSPECTIONS ON THE DAY OF THE EVENT. YOU DO NOT NEED TO APPLY FOR A FIRE PERMIT.**

If you have any questions please feel free to contact the office at [events@carteret.net](mailto:events@carteret.net)

Regards,

Taqualla Lowman  
Director



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Name of organization/vendor: \_\_\_\_\_

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

License Plate # \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Contact person: \_\_\_\_\_

Tentative menu/assortment of merchandise: \_\_\_\_\_

Truck Vendor \_\_\_\_ Size of Vehicle \_\_\_\_\_ or Table Vendor \_\_\_\_\_

**Festival Dates:**

- Independence Day: July 3, 2024**
- Latin Fest: July 27, 2024**
- Ethnic Day Only – September 21, 2024**

**Price:**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> One Festival: Resident \$75     | <input type="checkbox"/> Non-resident \$110 | <input type="checkbox"/> Non-Profit \$50 |
| <input type="checkbox"/> Two Festivals: Resident \$120   | <input type="checkbox"/> Non-resident \$170 | <input type="checkbox"/> Non-Profit \$70 |
| <input type="checkbox"/> Three Festivals: Resident \$160 | <input type="checkbox"/> Non-resident \$235 | <input type="checkbox"/> Non-Profit \$90 |

Money Orders/Cashier Checks only made payable to:  
**Carteret Business Partnership**

Return to:  
Borough of Carteret – Office of Health & Recreation  
61 Cooke Avenue, Carteret, New Jersey 07008

For additional information, please email [events@carteret.net](mailto:events@carteret.net)



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### Agreement

#### Required with the application:

- (ONLY if you are a Food Vendor) - Board of Health Application and copy of Certificate for Food Handlers
- Payment to the Carteret Business Partnership Vendor Application (All Vendors)
- Payment to the Carteret Health Department for the Health Permit (Food Vendors only)

I am applying to participate as a vendor in the above-mentioned event. Acceptance into the event is at the discretion of Carteret.

**If accepted**, I agree to be open during all hours of the event and offer only the items from above that are approved by Carteret. I will keep my area clean. **All vendors must supply their own tables, lights, generators, and outdoor extension cords and display a price list for consumers to see.** **Novelty vendors agree not to sell or display silly string or bang snaps and anything of the matter, if you are found doing so you may be asked to leave and no refund will be given.**

If you are using frying oil, you must ensure it does not spill on the ground when cooking, and you must dispose of the frying oil after the close of the event. If there are remains on the ground, Carteret will issue a fine. **If you are serving food it must be prepared in a licensed facility or prepared on location, under no circumstances should food be prepared at home. No food vendor will be allowed to participate without meeting the requirements.** I understand that all decisions made by the Carteret Event Committee are final. Failure to abide by the above-mentioned rules could prohibit my participation in this event.

**There are no refunds.** Personal checks are no longer an acceptable form of payment Money Orders or Cashier Checks only. **Should you fail to appear for an event you have signed up for there will be no refund and you may be prohibited from participating in future events.** You will be provided a set-up time should you arrive after the set-up time you will not be allowed into the event and no refund will be provided. By signing this form I am stating I have read the paragraph above and that I agree to adhere to all the requirements stated therein.

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

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

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**VENDOR COOKING AT FESTIVALS AND CARNIVALS**

**PERMIT:**

All vendors must obtain a Fire Safety Permit from the Borough of Carteret Division of Fire Prevention. A permit shall be issued for propane gas cooking, open flame charcoal cooking and deep fat fryers. Type 1 Permit.

**EXTINGUISHER:**

All vendors **MUST** have their own **FIRE EXTINGUISHER**. The Fire Official must approve all Fire Extinguishers

- Outside Cooking.....10-lb type ABC
- Cooking within 3' of tent / canopy.....20-lb type ABC
- Deep fat Fryers.....20-lb type ABC
- Fat fryers (vegetable oil).....2 ½ gallon type K

**PROPANE TANKS:**

Maximum Size 40-lb (larger tanks must be approved by Fire Official). Tanks Shall be less than 12 years old, and in good working order/condition. Tanks shall be Secured. Tanks shall be 6-10 feet away from appliance unless designed to be secured to the appliance. Regulator and all hoses **MUST** be in good working condition; relief valve **MUST** face away from public.

**TENT/CANOPY:**

Tent/canopy **MUST** have fire rating label, and have not side panels. **NO** cooking is to be performed under any tent/canopy occupied by the public. **NO** fryers, propane tanks or charcoal grills under the tent/canopy. Sterno(s) **MUST** be outside to the tent/canopy with an additional fire extinguisher.

**ELECTRIC:**

Grills and Electric frying equipment must have fire extinguishers.