



Medford-Vincentown Rotary Club

P.O. BOX 365
Medford, NJ 08055
www.mvrotaryclub.org

S e r v i c e A b o v e S e l f

TO: POTENTIAL VENDORS
FROM: Medford-Vincentown Rotary Club
RE: Medford-Vincentown Rotary Halloween Parade
Saturday, October 25 (Rain date-Sunday, October 26)

The Medford-Vincentown Rotary Club is pleased to announce that it is accepting applications from a limited number of food and novelty vendors wishing to participate in this year's Annual Halloween Parade.

For 66 years the Medford-Vincentown Rotary's Halloween Parade has been a main stay of Medford and is a community event that draws over 35,000 people to the downtown area. The parade now boasts over 10 marching bands, 40 floats and hundreds of costumed marchers and is the single largest yearly undertaking by the club and serves as its biggest fundraiser. 100% of the funds raised from the parade go directly to the many of the local community projects and scholarships sponsored by the Medford-Vincentown Rotary Club.

Since Medford Township has amended its Vending Ordinance, the Medford -Vincentown Rotary Club now has the responsibility of locating and approving the Vendors for this event. To insure variety and affordability, a limited number of vendors will be allowed by permit only.

Vendors submitting complete packets will be accepted on a first-come first served basis.

Application packets must include the following:

- (1) Completed Application Form as Attached;
- (2) Certificate of Insurance with a limit of \$1,000,000. Medford Township and Medford Vincentown Rotary Club must be listed as additional insured.
- (3) A current County Health Department Certificate and/or a Food Handlers permit if issued by your home Municipality and/or County (If Applicable).

*If the vending operation includes the use of any open flame or flame producing device, a Township of Medford Fire Permit will also be required. Upon approval of your application by Medford-Vincentown Rotary Club, a Type 1 permit request must be filed and remitted directly to the Township of Medford Fire Division, with a copy sent to Medford- Vincentown Rotary Club. This application is available at www.medfordfire.org/forms/permit.pdf. A separate fee of \$42 for the Fire Permit is required for each vending location.

**Vendors must be self-contained, and bring their own tables, chairs and tents if needed.

***No electricity or water can be provided.

The fee for a vendors permit is \$150 per cart/location.

Please make checks payable to: "Medford -Vincentown Rotary Club."

Upon receipt of your application, materials & fee, you will receive an email confirmation. Permits will be available for pick up between the hours of 3:00PM and 4:00PM on the day of the parade at the Parade Headquarters, which will be located in front of St. Mary of the Lakes School, 196 Route 70, Medford, NJ 08055.

For more information, please call 609.217.8635 or e-mail jens@ymca-bc.org.

Rotary is an organization of business and professional leaders who provide humanitarian service and help to build goodwill and peace in the world. There are more than 1.2 million Rotary members in 32,000 Rotary clubs in more than 200 countries and geographical areas. Rotary celebrated a century of serving communities worldwide in 2005. Medford-Vincentown Rotary meets at the Medford Lakes Country Club on Tuesday Evening 6:30 – 8:00