



Dear Vendor,

The Mount Holly Car Show is back! Thank you for your interest in vending, this year's event will feature show cars, vendors, live music, and activities extending from the historic prison on High Street to our bustling downtown.

This year potential vendors must submit a request form to participate by September 15<sup>th</sup>, 2023, at which point we will review all applications and notify applicants who have been accepted. We have a very limited number of spaces, we need to ensure that vendors do not conflict with other downtown businesses and that the vendors who are best suited for this event. Please note that we will not be accepting applications for services such as newspapers, home remodeling, direct sales/marketing individuals, financial institutions, etc.

Before submitting the attached form please confirm that you will comply with the following:

- All vendors agree to their space **being complete and operational during all hours** designated for the Mount Holly Car Show. The hours of operation are Saturday, October 14<sup>th</sup>, 2023, noon – 4:00 p.m. Set up time begins at 9 AM, your area needs to be "show-ready" by 11:30 a.m. Vendors MAY NOT begin breakdown of their merchandise or booths until the **close of the event at 4:00 p.m.**

- The food vendor fees are:

10' x 10' open space (standard): \$250

10' x 15' open space: \$300

10' x 20' open space: \$350

**A portion of these fees covers the vendor permit cost required by Mount Holly Township.** Please do not send any payments until your participation is confirmed.

- Participating vendors will be required to submit
  - Completed Mt. Holly Township Application for Vendor Permit Form
  - Copy of Driver's License
  - Copy of Vehicle Registration (for all vehicles on-premises, regardless of type of unit)
  - Copy of Vehicle Insurance Card
  - Certificate of Insurance naming Mt. Holly Twp., Main Street Mount Holly and High Octane Car Club as additionally insured
  - Check or money order for the full cost of your space, payable to **Main Street Mount Holly**

- Food vendors who can **NOT** provide a valid Burlington County Board of Health mobile vending certificate will also need to provide the following for review and approval:
  - Floor Plan: sketch/layout/photo diagram of operation showing all equipment, workspaces
  - Water Testing Records (private wells only)
  - Copy of Food Protection Managers Certification, if required
  - Employee Health & Hygiene Written Policy-include instructions for hand washing, sick employee restriction, smoking, work attire, jewelry & artificial nail and nail polish
  - Copy of Servicing Area's Last Inspection Report if NOT inspected by the THIS Health Dept.
- Free standing, self-contained displays (i.e. kiosks, tents and trailers) are subject to approval by event organizers. All structures must be in good condition without any tears, holes, or faded colors. They must be safely weighted down in the event of wind and/or rain. There can be no drilling or staking into the ground at the event site
- **Organizers will place vendors as deemed most safe & efficient during set-up and positioned as to not block or compete with our downtown restaurants and storefronts. No exceptions**
- Vendor fee does not include tables, chairs, canopies, power, water or any other services or supplies
- Vendors may only display and sell those items approved and specified in their submitted application
- Vendors may not transfer, let, sublet, share, or sell their contracted booth space
- Mount Holly Township, Main Street Mount Holly, High Octane Car Club, event organizers nor volunteers shall not be liable or responsible for any claims or causes of action arising from the acts of volunteers, employees and members of the Lessee for any claim arising from damage to the person or property of the Lessee, or persons attending the Mount Holly Car Show, by reason of the use thereof, by the Lessee.
- Deadlines are as follows **(no exceptions)**:
  - All vendor request forms must be submitted for review by September 15<sup>th</sup>, 2023
  - We will notify all vendors of their status by September 22<sup>nd</sup>, 2023
  - Full vendor applications, payment and all required documents must be submitted by September 29<sup>th</sup>, 2023
- Please email any questions to [klburkus@gmail.com](mailto:klburkus@gmail.com)

Kim Burkus  
 Vendor Coordinator  
 Mount Holly Car Show  
 Ph: 609-865-9121  
 Email: [klburkus@gmail.com](mailto:klburkus@gmail.com)  
[www.MainStreetMountHolly.org](http://www.MainStreetMountHolly.org)  
 PO Box 747, Mount Holly, NJ 08060



