



27th Annual Fair in the Square: 12/7/24 Craft/Merchant/Vendor Application Form

Outdoor Location: 600 Bloomfield Ave; Verona Civic Center (Town Hall Lawn)

Date: 12/7/2024 **Event Time:** 12-4pm, Tree Lighting at 4:30pm **Set-up Time:** 10 AM – 11:30AM (a set-up window will be communicated to you a week prior to event)

Township Event Contact: Elisa Northrop, enorthrop@veronanj.org

Vendor/Organization Information:

Applicant/Vendor Name: _____

Business/Organization: _____

Type of Product/Service: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Phone: _____

Vendor Options:

Vendor fee is due no later than 11/22/24 >> Payable to: "Township of Verona"
[Pay Vendor Fee Online](#) or mail check to with application: Attn: Fair in the Square;
Verona Town Hall; 600 Bloomfield Ave; Verona, NJ 07044

- \$40 Single Vendor Sale of Goods *(includes one 6ft table at event)*
- \$50 Single Vendor Sale of Goods with a Canopy
(includes one 6ft table at event/does not include canopy/canopy no larger than 10'x10')
- \$55 In-town Food Vendor* *(includes one 8ft table at event)*
- \$70 In-town Food Vendor with Food Truck**
- \$85 Out-of-town Food Vendor* *(includes one 8ft table at event)*
- \$100 Out-of-town Food Vendor with Food Truck**
- \$0 In-Town Non-profit *(includes one 6ft table at event)*
- \$20 Out-of-Town Non-profit *(includes one 6ft table at event)*
- \$15 Additional table request
- \$10 Electricity *(space heaters not prohibited)*
- Bringing own additional tables _____ # of additional tables (limit 3)

\$ _____ **Total Vendor Fee Options**

*

** See next page for license and permit requirements

Verona's 27th Annual Fair in the Square

12.7.24

Craft/Merchant/Vendor: Rules/Regulations/License/Permit Needs

- Township reserves the right to refuse an application
- Vendor application, fees and required license or permits must be received by 11/22/24
- Vendors will receive a set-up timeframe a week prior event between 10am – 11:30am
- All vendors must stay until breakdown time (4pm), early breakdown is not permitted
- Single Space is 10' long to fit a 6' table. Canopy space is 10'x10'. If you need more than one space you must register and pay for two single spaces
- No refunds
- No Rain Date

Checks made Payable to:

Payable to: "Township of Verona"

mail check to with application: Attn: Fair in the Square;

Verona Town Hall; 600 Bloomfield Ave; Verona, NJ 07044

[Pay Online](#) and email application to enorthrop@veronanj.org

**License/Permit Needs

Food Vendor with a current Food License:

- [Temporary Food License Required](#)

Food Vendor without a current Food License:

- Cottage Food License Required (<https://www.nj.gov/health/cottagefood/>)

Food Vendor with Food Truck/Use of Propane or Solid Fuels

- [Temporary Food License Required](#)
- [Fire Permit](#) [Food Truck Checklist](#)
- Please include current COI naming Township of Verona, current hood suppression report (*if applicable*)

IMPORTANT – All sales of packaged and cooked food: Vendors and organizations are responsible to contact Township of Verona Department of Health for Temporary Food Establishment License by 11/22/24. (973-857-4800)

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Please keep this sheet for reference. Send back the application only with check