

ARTS IN THE PARK VENDOR APPLICATION

Showcasing the best of visual, performing, and literary arts, Arts in the Park inspires creativity and community engagement in Randolph, NJ.

EVENT OVERVIEW:

DATE: May 16, 2026 (Rain: May 17, 2026)

LOCATION: Veterans Community Park

ADDRESS: 100 Calais Road, Randolph, NJ 07869

EVENT HOURS: 11:00 AM - 5:00 PM

SETUP HOURS: 8:00 AM - 10:00 AM

- All vehicles must be removed from the field by 10:15 AM.
- Vehicles are **not permitted on the field** until the event concludes at 5:10 PM.
- **NOTE:** No power or electrical hookups are provided.

BECOMING A VENDOR:

- Email application to: kgarlick@randolphnj.org.
- Accepted vendors will receive confirmation within 2-5 business days.
- If you do not hear back within 5 business days, you have been waitlisted.

VENDOR INFORMATION:

- Name: _____
- Business Name: _____
- Type of Products: _____
- Phone: _____
- Email: _____
- Request: _____
- 1 Space _____ 2 Spaces _____ 3 Spaces _____

MARKETING INFORMATION (OPTIONAL):

- Website: _____
- FB: _____
- IG: _____
- Etsy: _____

MAILING:

- Attn: Kristina Garlick, Randolph Recreation
- 502 Millbrook Ave., Randolph, NJ 07869

DROP-OFF: (M-F, 8:30 AM - 4:30 PM)

- Randolph Community Center
- 30 Calais Rd., Randolph, NJ 07869

PRICING:

- Fine Artist: \$40 (Separate Application)
- All Other Non-Food Vendors: \$55
- Food Vendor: \$125 (Health & Fire Fee Included)

PAYMENT OPTIONS:

- Payment can be made by **cash, check, or credit card** (Visa or Mastercard).
- A small processing fee applies to all credit card transactions.
- Checks should be made payable to Randolph Township (**MEMO: ARTS IN THE PARK**).

CREDIT CARD INFORMATION:

Complete the form below to authorize Randolph Township to charge your card. Please include the billing address associated with your card. A confirmation of payment will be sent via email.

NOTE: Payments are non-refundable after March 1, 2026. If you cannot attend, your payment may be applied to a future township event with at least one week's notice.

CREDIT CARD DETAILS:

- VISA _____ -OR- MasterCard _____
- Name on Card: _____
- Card #: _____
- Expiration: _____ CVV Code: _____
- Zip Code: _____ Charge: \$ _____

NOTE: All information must be completed for a credit card to be charged.

ACCEPTANCE & PAYMENT AUTHORIZATION:

- By signing below, you acknowledge that you have read, understand, and agree to all terms and conditions outlined on both **Page 1** and **Page 2** of this Vendor Packet, including setup, vendor requirements, payment, liability, and event policies.
- If you have provided credit card information above, your signature also authorizes Randolph Township to charge your card for the balance due.

SIGNATURE: _____

DATE: _____

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NON FOOD VENDORS:

- Each vendor is responsible for bringing their own tent, table, and chairs. Standard spaces are 10x10.
- We recommend weighing down or staking tents, especially if windy conditions are expected.
- Creativity in displays is encouraged! Loud music is not permitted. Vendors may request placement near a specific neighbor, but it cannot be guaranteed.
- Setup begins at 8:00 AM. After unloading, please move your vehicle to the designated vendor parking area. Staff and exit flags will help direct you.
- All vendors must be fully set up, with vehicles removed from the main field, by 10:15 AM.
- For the **safety** of volunteers, vendors, and attendees, vehicles are not permitted on the field until **5:10 PM**. for the safety of volunteers, vendors and attendees.
- Vendors leaving early may not drive vehicles onto the field; supplies must be removed by hand or cart.

FOOD VENDORS:

- Food vendors may use a truck or tent. Notify the Township prior to the event. Health and fire permits will be emailed after acceptance and must be submitted at least three weeks before the event.
- It is requested that food vendors use a Honda generator or similar.
- Arrival for inspection is no later than 9:00 AM. Vendors will be located along the back road of the quarter-mile loop, with at least 10 feet between food trucks. Inspections begin at 9:30 AM.

LIABILITY & RESPONSIBILITY:

- The Town of Randolph is not responsible or liable for accidents, incidents, or product effects during the event.
- Each vendor is fully responsible for their products and services. Participation is voluntary, and vendors retain all rights to their products and services.

WEATHER & OTHER CIRCUMSTANCES:

- If rain is expected, a decision will be made by 3:00 PM on the Friday before the event. Vendors and volunteers will be notified by email if the rain date will be used.
- If an accident, riot, strike, epidemic, act of God, or other circumstances beyond control occur, Arts in the Park may be rescheduled.
- In the rare event that the Town of Randolph cancels the event, this agreement becomes null and void, and vendors will receive a full refund.

PROMOTION:

- Vendors may use the Arts in the Park name, logos, and promotional materials in marketing their participation.

REMINDER/HELPFUL TIPS:

- Pricing: Fine Artist \$40 (Separate Application), Non-Food Vendors \$55, Food Vendors \$125 (Includes Health & Fire Fees).
- Payment is non-refundable after March 1, 2026.
- Bring carts, dollies, or hand trucks if you need help moving heavy items.
- Event Map: A map of vendor locations will be emailed prior to the event.

CASH: Drop off at the Community Center: 30 Calais Rd., Randolph, NJ 07869

CHECK: Drop off at the Community Center or mail to Randolph Recreation: 502 Millbrook Ave, Randolph, NJ 07869 (Payable to: Randolph Township)

CREDIT CARD: Call in payment or complete page 1, which can be physically mailed or emailed. Note: A small processing fee will apply to all credit card transactions.

QUESTIONS/COMMENTS:

- Email Kristina at kgarlick@randolphnj.org

FOLLOW US:

- Stay up to date with Town Events on Facebook: [Facebook.com/RandolphSpecialEventsNJ](https://www.facebook.com/RandolphSpecialEventsNJ)