

# COUNTRY FAIR VENDOR APPLICATION

Celebrate 20 years of community, tradition, and fun at the Randolph Country Fair—  
two decades of memories and counting!

## EVENT OVERVIEW:

**DATE:** September 19, 2026 (Rain: October 3, 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 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 \_\_\_\_\_
- Size of Setup (L × W × H) – Food Trucks Only: \_\_\_\_\_

## 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:

- Non-Food Vendors: \$75
- Food Vendor: \$150 (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: Country Fair**).

## 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 July 6, 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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- Date: September 19, 2026 (Rain: October 3, 2026)
- Time: 11:00 AM - 5:00 PM
- Location: Veterans Community Park,
- Address: 100 Calais Road, Randolph, NJ 07869

## 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. Vendors should be completely set up by 10:45 AM.
- All vehicles should be off the field by 10:15 AM.
- For the **safety** of volunteers, vendors, and attendees, vehicles are not permitted on the field until **5:10 PM**.
- Vendors leaving early may not drive vehicles onto the field; supplies must be removed by hand or cart.

## FOOD VENDORS:

- 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.
- All food trucks should arrive by 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, Country Fair 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 Country Fair name, logos, and promotional materials in marketing their participation.

## REMINDER/HELPFUL TIPS:

- Non-Food Vendors \$75, Food Vendors \$150 (Includes Health & Fire Fees).
- Payment is non-refundable after July 6, 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](mailto:kgarlick@randolphnj.org)

## FOLLOW US:

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