



Non- Food and Informational Vendor Checklist:

- Signed Hold Harmless ☐
- Completed Event Application ☐
- Completed Risk Toolbox ☐

Food Vendor Checklist:

- Camden County
Mobile Food Vendor Application ☐
- Fire permit ☐
- Completed Risk Toolbox ☐
- Fire Inspection Certificate
From the events location Fire District ☐
- Sanitary inspection ☐
- Signed Hold Harmless ☐
- Completed Event Application ☐

Certificate of insurance requirements:

- Winslow Twp is listed as the certificate holder and
additional insured ☐
- Workers' Compensation
Mandatory if vendor has employees ☐
- General liability insurance
\$1M each occurrence/ \$2M aggregate ☐
- Commercial Auto \$1M combined single limit
any one accident ☐



Juneteenth 2025

Event Date: Saturday June 21, 2025

Event Time: 2:00 PM - 7:00 PM

Location: New Brooklyn Park



Important notes:

- Kindly return the completed paperwork virtually to events@winslowtownship.com or mail the documents and checks, made out to Winslow Township, to the address indicated in the footnote of this application.
- Please review and complete the attached checklist, ensuring that all relevant action items specific to your business type are addressed. Timely payment (if applicable) and accurately completed packets will secure your vending spot for the event.
- You may receive an email from Winslowtownship@docutrax.com to finalize your registration for this event.
- Please ensure that you **bring your own table and chairs**.
- Vendor setup will begin at 8:00 AM, and all **unloading must be completed by 12:00 PM**.

I acknowledge the aforementioned _____

Signature required

Crafters	Food Vendor	Non-food Vendor	Informational Vendor
\$35	\$100	\$50	Free
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Business or Organizations Name

Email Address

Contact Name

Description of service

Phone Number

Address line 1

Address line 2

Municipal use only Contact 609-567-0700 ext. 5006 or events@winslowtownship.com for more information.

Received by

Pymnt recd ☐

Health Insp. ☐

Sent to DT ☐

Tender type

Risk Toolbox ☐

Green in DT ☐

Date

COI ☐

Fire permit ☐



DOMINIC MAIESE MUNICIPAL COMPLEX 125 South Route 73 Braddock, NJ 08037-9422 Telephone: (609) 567-0700

HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, _____
Full Legal Name
agrees to defend, pay on behalf of, indemnify, and hold harmless Winslow Township, its elected and appointed officials, its agents, employees and volunteers and others working on behalf of Winslow Township against any and all claims, demands, suits, or loss, including all costs connected there with, and for any damages which may be asserted, claimed, or recovered against or from Winslow Township, its elected and appointed officials, its agents, employees, volunteers, or others working on behalf of Winslow Township, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.

Event

Business or Organization Name (if applicable)

Participant Full Legal Name (Print)

Date

Signature

Address

Address Line 2

Municipal use only

Received by

Date

Pymnt recd ☐ Health Insp. ☐ Sent to DT ☐
Risk Toolbox ☐ Green in DT ☐
COI ☐ Fire permit ☐

**REQUIRED INFORMATION NEEDED TO ENTER VENDOR/FACILITIES USER
INTO RISK TOOLBOX**

NAME OF INSURED USING OR ENTERING TOWNSHIP PRORPERTY			
ADDRESS OF INSURED			
CITY		STATE	ZIP CODE
PHONE NUMBER			
CONTACT PERSON		TITLE	
EMAIL ADDRESS			
BUSINESS NAME, IF DIFFERENT THAN NAME OF INSURED			
<i>TO BE FILLED OUT BY WINSLOW TOWNSHIP EMPLOYEE ADDING VENDOR</i>			
VENDOR ID NO.			

COI RISK PROFILE (must choose one):

X	TYPE OF SERVICE	X	TYPE OF SERVICE
	#1 Repair/Minor Contractor: Contracts up to \$50,000		#7 Consultants/Professionals: Attorney, Auditor, Engineer
	#2 Building Contractor up to 1M		#8 Supplier/Vendors
	#3 Building Contractors/ Construction (1M-5M)		#9 Use of Facility: Private Citizen, Org or non-Business Group,
	#4 Building Contractor/Construction (5M+)		#10 Towing Contractors
	#5 Trade Contractors: Painters, Landscapers, Plumbers		#11 Event Vendors
	#6 Environmental Contractors or Consultants		#12 Gun Ranges

HOLD HARMLESS (must choose one)

	Hold Harmless Required		Hold Harmless not Required
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Winslow Employee is to email this to Crystal at CFiorito@docutrax.com