



## BACK-TO-SCHOOL EVENT

## NON-PROFIT VENDOR REGISTRATION FORM

**WHEN:** Saturday, August 25<sup>th</sup>  
2:00PM to 7:00PM (Rain or Shine)

**WHERE:** Naaman Williams Park  
1 Matilda Ave. Somerset, NJ

*All information must be filled out completely, and must be received in our office by **August 17, 2018**.*

Name/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web Address: \_\_\_\_\_

### TABLE/BOOTH DESCRIPTION

*Non-Profit spaces are reserved for organizations to display information. Spaces are 12' x 12'.*

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### Event Policies:

- Organizations must have an **IRS Tax Exempt 501(c)3** status and may be required to submit documentation.
- Vendors are responsible for providing all of the elements needed for their operation including tables, chairs, equipment, canopy/tents, and signage.
- Vendors can set up as early as **11:00am**. Booth set up must be completed by **1:30pm**. Take down is **after** 6:30 pm.
- Vendors are responsible for booth clean up after event.
- Week of the People will not be responsible for any damages, loss, or expenses incurred by vendor during the event.

*I have read and understood the Event Policies, and I agree and accept the terms.*

Sign and Date \_\_\_\_\_

### PLEASE REMIT SIGNED APPLICATION TO:

Week of the People, Inc.  
2 Evergreen Road, Somerset, NJ 08873

[www.WeekofthePeople.org](http://www.WeekofthePeople.org)

Any questions call: 732-247-9733 or Email: [WeekofthePeople@gmail.com](mailto:WeekofthePeople@gmail.com)