

Please Read Prior to Completing the Vendor Application
Important: This is an important legal document; read carefully before signing.
This event is held rain or shine.

FESTIVAL RULES AND REGULATIONS FOR ALL VENDOR CATEGORIES

Event Profile

1. The Lovelight Festival
2. June 26-June 28, 2020
3. The Fields at Waterloo
2 Kinney Rd., Hackettstown, NJ 07840

Attendee Profile

Yoga studio owners, managers, teachers, practitioners, craftspeople, and food vendors share their work near high traffic volume areas of the Festival.

Lovelight is an Incubator for Success

- 🌀 Generate revenue and meet your fiscal goals in a dynamic, fun environment.
- 🌀 Lovelight limits vendor selections in every featured category.
- 🌀 Lovelight vendors create bonds that go beyond the event.
- 🌀 We love to hear about your projects; please select other and describe your product in detail.



PLEASE APPLY TO THE APPROPRIATE CATEGORY

1. All sales are final at registration; and, subject to Lovelight Festival approval.
2. Refunds for unassigned spaces will be returned/credited within seven (7) days of notice of decline of registration.
3. Specific spaces are not guaranteed.
4. Space assignment notifications will be made, via email, about one month prior to the Festival.
5. Vendors may cancel a show for any reason; however, there are no refunds and all sales are final.
6. This event happens rain or shine.



APPLICATION FOR FOOD AND BEVERAGE VENDOR

VENDOR/BUSINESS OWNER NAME													
Business Name:													
Corporation			Partnership			Sole Proprietor							
Billing Address:													
City						State:			Zip:				
Phone:						Mobile:							
Email:						Website:							
Sale Tax Licenses-Please indicate the number for any permanent sales tax licenses you hold.													
State				Number:									
Titles:						Dates:							
Food Type													
Booth Type	Food Truck		Coffee		Asian		Middle Eastern		Burritos		Crepes		
	Booth		Kombucha		Soul Food		Sweets		Pizza		Salads		
	Prepackaged		Chai		Italian		Indian		Ice Cream		Breakfast		
		Juice		Smoothies									
Other (Describe)													
Booth Sign (limit 30 characters to include spaces)													
See #18 in Festival Rules and Regulations: Do you want to share your contact info with attendees?													
											Yes		No
Purchase Early and Save								Rate				Total	
FOOD COURT VENDOR SPACE								<i>Oct-Nov</i>	<i>Dec-Feb</i>	<i>Mar-May</i>	<i>June</i>		
10'x10' space (2) GA tickets and (2) vendor lounge passes								\$250	\$350	\$450	\$550		
10'x20' (3) GA tickets, and (3) vendor lounge passes								\$650	\$750	\$850	\$950		
Additional Staff (limit one for 10'x10' and two for a 10'x20')								\$108	\$108	\$130	\$150		
ELECTRICITY Required wattage is indicated on all electronics													
5 Amps =480 watts								\$ 50	\$ 50	\$ 50	\$60		
10 Amps =960 watts								\$ 75	\$ 75	\$ 75	\$85		
15 Amps =1440 watts								\$ 85	\$ 85	\$ 85	\$95		
20 Amps =1920 watts								\$100	\$100	\$100	\$110		
PROGRAM ADS													
Program Ad ¼ page								\$ 30	\$ 30	\$40	\$50		
Program Ad ½ page program ad								\$ 55	\$ 55	\$65	\$75		
Program Ad Full page								\$100	\$100	\$110	\$120		
LOVELIGHT ONLINE RESOURCE DIRECTORY													
Standard Listing								\$ 50	\$ 50	\$ 75	\$100		
Enhanced Listing with bold type								\$ 75	\$ 75	\$100	\$150		
Deluxe Listing with bold type and picture								\$125	\$125	\$150	\$200		
Featured Listing with bold type and picture and advertorial on blog								\$175	\$175	\$200	\$250		

1. Leased spaces are limited at the Festival on June 26-June 28, 2020
2. Prior to submitting Application, please read the Vendor Information Form for All Vendor Categories.
3. Submission of Vendor Application means that you agree to all Rules and Regulations.
4. With the exception of the Lovelight Artisans Market, you must erect your own booth and comply with the set-up and dismantling schedule and building codes which include heavy duty stakes and tent weights.
5. Failure to comply with set-up and dismantling schedule and building codes will result in the removal of the booth and no refund of vendor fees.
6. All signage must be secured to your booth or weighted down by ten (10) gallon weights.
7. The Lovelight Vendor Manager and county inspector will inspect each booth to ensure compliance to building standards.
8. All sales are final. Rain or shine event. No refunds.



Vendor Information Form for All Vendor Categories

Important Information—Please Read Prior to Completing the Vendor Application

Applications

All Lovelight vendors are required to have and submit proof of insurance directly from 30 days prior to the Festival.

Additional Vendor Passes

Should you need passes above the pass(es) allotted per 10'x10' space, you are encouraged to purchase them at the early bird rate to get the maximum value.

After the early bird rate ends, additional vendor passes are available at the general admission entrance rate at time of purchase.

Accepted Registration

All registrations are final only with approval by Lovelight Festival, Inc and notification via email.

If you have a website wherein Lovelight may review your products, please provide it.

Please submit product photos to vendors@lovelightfestival.com and type in the subject line "Photos for [insert business name]".

1. We encourage you to please include an image of your booth or wares for inclusion in the event program, include four images of your work and one of your full booth. (inclusion in the program or on the web is not guaranteed)
 - a. Inclusion in the program is not guaranteed unless an agreement is in place.
 - b. Lovelight reserves the right to use your photos to advertise your participation.
 - c. Insure that your images are in JPEG (.jpg) format and at least 1920 pixels on the longest side.
 - d. Send photos to vendors@lovelightfestival.com

Categories

Please complete the application that is appropriate for your vendor category. Vendor categories include: Retail Products, Nonprofit, Healing Village, and Food and Beverages.

To ensure maximum variety and revenue opportunity, Lovelight limits the number of vendors in each category. Please request information about vendor category exclusivity.

Food and Beverage Vendors

Food vendors must:

1. complete the Food Vendor Application
2. submit full payment at time of application
3. provide a complete and detailed menu of onsite offerings.
4. All vendors must submit proof of current license and insurance at least one month prior to arrival onsite.

The loss of license or insurance status is does not qualify for a refund.

Please submit menus to vendors@lovelightfestival.com and type in the subject line "Menu for [insert business name]".

Healing Village

The Healing Village offers a variety of booth type options and entrance packages for licensed or certified practitioners of diverse holistic modalities including; but, not limited to: massage, acupressure, acupuncture, aromatherapy, Ayurveda, Chinese medicine, nutrition, flower essences, herbalism, meditation, astrology, career /life counseling, guided imagery, and core energetics.

To be considered for a space, you must complete the Healing Village Vendor Application and submit full payment with the application.

Lovelight will notify you of your acceptance within three (3) business days. Should your application not be accepted, Lovelight will refund your money within seven (7) days of your notification via the same method of payment.

Healing Village Vendors may sell products only upon authorization from Lovelight Festival; a fee may be applicable.

All practitioners must submit proof of current license or certification and insurance at least one month prior to arrival onsite. The loss of license, certification, or insurance status is does not qualify for a refund.

Details on Healing Village booth types and participant packages are included in the Healing Village Vendor Application. After completing the form and submitting payment, please also submit your credentials to practice to vendors@lovelightfestival.com and type in the subject line "Credentials for [insert business name]".



Festival Rules and Regulations

Nonprofit Vendors

Lovelight supports nonprofits and encourages all to participate. Special reduced rates are available to nonprofits.

Please complete the Nonprofit Vendor Application Form; but, do not include any payment. A 501c3 certificate must accompany your application for it to be processed.

Please indicate if you will be selling products or only providing information. Your application will be reviewed and Lovelight will let you know the rate for your requested space.

Electricity

◆Amps to Watts—5 Amps=480 watts ◆10 Amps=960 watts ◆15 Amps=1440 watts ◆20 Amps=1920 watts

Electricity is not included; but, it is available. All vendors requiring electrical support must order on or before April 30, 2019. Lovelight is not able to accommodate onsite orders.

Please consider the environment and use CFL lighting as it uses less power than incandescent lighting.

The Lovelight Booth Support Team will inspect each booth to ensure compliance to building standards. Should you exceed your electrical order, your needs will try to be accommodated; however, if it is not possible to safely do so, you will be asked to remove items until your allotment is matched.

Please be certain to look at the power needs for each piece of your equipment and add up the wattage required by each device you wish to use in your booth. Please note that rope and holiday lights require a high wattage and will require power for each individual string.

Vendor Set-up

Thursday June 25, 4:00pm-7:00pm

Friday, June 26 8:00am-9:00am

Vendors must comply with building requirements described under booth space.

Vendor Breakdown

Sunday, June 28 7:00pm-8:00pm

Monday, June 29, 6:00am -1:00pm. Vendors may not breakdown booths early; compliance to this safety rule is mandatory.

Security and Weather

Lovelight Festival is an all-weather show. Mother nature is unpredictable so please be prepared. Vendors are responsible for protecting their investment and inventory. Lovelight provides onsite security; however, please note that Lovelight is not responsible for loss or damage due to weather or theft.

1. Cancellation:
 - a. All sales are final after Lovelight approval.
 - b. Vendors may petition to cancel a show fee.
 - c. A refund will be given at Lovelight's discretion/
 - d. In the event of a cancellation approval; two hundred dollars (\$200) of the fee is non-refundable.
2. Lovelight Festival, Inc. reserves the right to revoke the license granted by this contract at any time, including at the show. At the discretion of Lovelight Festival, Inc., a refund for the space may be granted; but, it is not guaranteed.
3. Lovelight Festival, Inc. will not be liable for paying any travel expenses, lost revenue or any other liability whatsoever beyond the space fees paid by the Vendor as a result of enforcing this provision.
4. Applicant agrees that any fees submitted may be applied to any current or past outstanding invoice the vendor has with Lovelight Festival, Inc.
 1. All of Vendor's booth and display, including chairs, must be placed within the confines of the space. Nothing is to be placed outside of your booth plot.
 - a. Vendor's booth must not interfere with adjacent booth areas in any way; be mindful of volume thresholds.
 2. The Vendor's booth must be open and staffed during all regular show hours. Anyone arriving late, leaving before closing, or breaking down during show hours may be refused entrance to future shows.
 - a. Spaces not occupied one hour prior to event are considered abandoned. Lovelight reserves the right to fill the space. No refund or allowance whatsoever will be assigned.
 3. All exhibits, goods and materials must be removed by 1:00pm on Monday, June 30.
 - a. Failure to have everything off site by this time may result in additional rental charges.

Festival Rules and Regulations



4. Parking and traffic will not be permitted in the show area or fire lanes from one half hour before show opens and after the show closes.
 - a. All loading and unloading must be planned around these hours and vehicles are to be removed to the Vendor parking lots before the show opens.
5. Lovelight Festival, Inc. reserves the right, in its sole discretion, to determine what constitutes professional behavior.
6. Violation of professional behavior rules will result in the Vendor, their helpers, and/or guests being excluded from the show site with no refund or allowance whatsoever.
 - a. In addition, Vendors violating this rule may be removed from future Lovelight Festival shows.
7. All extension cords used at the show must be the heavy-duty, three wire type. No two wire extension cords are allowed. Installation must meet show safety standards.
8. Vendors may not sublet or apportion space to anyone else.
9. No open flames are permitted.
10. Lovelight Festival, Inc. will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the compound in which the show is to be produced, being, before, or during the show destroyed by fire or other calamity, or by any act of God, public enemy, strikes, statutes, ordinances, or any legal authority, or any cause beyond its control.
11. Insurance for one million dollars must be obtained by Vendors at their own cost, Lovelight Festival must be listed as co-insured, and proof of insurance must be submitted 30 days prior to arrival onsite.
12. Vendors shall be liable for delivery, handling, erection, and removal of their own displays and materials.
13. Vendors found in violation of any of the Festival Rules and Regulations may be excluded and have their booths and materials removed from the current and/or future shows at the sole discretion of Lovelight Festival, Inc.
 - a. In such cases, refunds will be provided as detailed in the Festival Rules and Regulations. Under no circumstances, including negligence, shall Lovelight Festival, Inc. be liable for any direct, indirect, incidental, special or consequential damages resulting from such action.
14. Lovelight Festival, Inc. may require the removal of work considered to be in violation of these Festival Rules and Regulations and reserves the right to make final interpretation of all Festival Rules and Regulations.
15. If any section, sentence, clause, phrase or portion of this licensing application/contract is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions.
16. This contract shall be deemed to have been made in the State of Maryland and shall be interpreted in accordance with the laws of such state.
 - a. In the event that legal action is required to enforce this contract or any of the terms, such action shall be brought in the Courts of Montgomery County, Maryland, and the Vendor expressly consents to the jurisdiction of such courts.
 - b. The parties agree to accept service of process in such action by ordinary mail sent to their business addresses as set forth in this contract.
17. This contract constitutes the entire agreement between Lovelight Festival, Inc. and the Vendor and no modification shall be valid unless in writing and signed by the parties or their representatives.
18. Privacy Policy: We respect your privacy and will never sell or trade your name, mailing address, or email address. However, we frequently receive requests for Vendor contact information from the public, and will furnish your phone number, website and and/or email addresses upon such request unless you've indicated your preference to keep your contact information private under "Vendor/Business Owner Name" on the application.
19. Lovelight Festival, Inc. reserves all rights for the use of its name, event name and /or its logos, Trademarks or copyrights for any commercial purpose.
 - a. Said use of any of the above or any merchandiser for sale or giveaways is not authorized without the express written permission from Lovelight Festival, Inc.
20. Literature and/or other promotional materials cannot be handed out or left for display, or otherwise distributed in any area other than the booth space at any time without express written permission from Lovelight Festival, Inc.
21. Plans for specially built displays must be submitted for approval three months prior to the start of the event.
22. Vendors or their agents must not deface property.
23. Each Vendor shall indemnify Lovelight Festival, Inc against all liabilities, actions, cost, claims and compensation for injury or loss to any person or damage to or loss of any property arising as a result of his/her occupancy of an allotted space or booth. Omission to act or negligence done by the exhibitor, or his agent or any other person under his direction, does not relieve the exhibitor from liability.
24. Lovelight Festival, Inc is being filmed and recorded.
 - a. By signing the contract, you consent to the possible reproduction of your likeness and/or voice, as well as the likeness/voice of any person representing your product or service, and you waive any claims in connection therewith.
25. The following releases must be signed by each vendor. By submitting your payment, you are in agreement with all of the Rules and Regulations.



Festival Rules and Regulations

- a. In consideration of accepting this contract and/or submitting payment, I/we, the undersigned intend to be legally bound, hereby, for myself, my heirs, executors and administrators, waiver and release any and all right and claim for damages I may have against the city of Hackettstown, NJ, The NJ Parks and Recreation Department, Lovelight™ Festival, Inc, or any of the sponsors, officials, their representatives, successors, and assigns for any and all injuries suffer by me in said, event.
- b. I further hereby agree to permit the free use of my name and picture in any broadcast, telecast, video, media or other public relations or coverage of the event, and or occurring prior to, during or after the event.
- c. Lovelight™ Festival, Inc. reserves the right to reject any application and further reserves the right to change the details of this event without prior notice.

This is an important legal document. Read carefully before signing. I have read and received a copy of the Festival Rules and Regulations. I understand the event will be held rain or shine—no refunds after the date declared within. **By signing, you agree to forfeit your right to request a charge back.**

Vendor

Signature

Date

Street Address

City, State, Zip

