



Dear Medford Event Food Vendor,

The Medford Business Association and the Main Street Merchants are pleased to welcome you to:
The 2021 Annual Medford Dickens Festival
Presented by ShopRite of Medford
On Main Street in Medford NJ
on Saturday, December 4th, 2021 from 4:30 PM – 9 PM.

*** if you have not already done so:
Please provide/perform the following MANDATORY REQUIREMENTS ~

STEP ONE:

Complete and submit the Fire Permit from www.medfordfire.org/forms/permit.pdf with \$42 by sending directly to Medford Fire Dept. (May not be required for all food vendors. Please check with Medford Fire Dept. website above for specific requirements)

STEP TWO:

Complete and submit the following TWO documents to dickens@medfordbusiness.org or mail to MBA PO Box 981, Medford NJ 08055

- A. Current County Board of Health Certificate Copy
B. Insurance Cert. \$1,000,000 / 2,000,000 listing the Medford Business Association Main Street Merchants and Township of Medford

STEP THREE: Food Vendors operating in Medford Township must have a Food Handler's License which is issued annually by the Township Clerk's Office. For more information, please call 609-654-2608 x328. A copy of this license must be provided to the event committee and displayed on the day of the event. Please contact the Township of Medford for any questions pertaining to this license.

NOTE: THE CHECK-IN PROCESS HAS CHANGED TO A DRIVE-UP PROCESS

The drive-up check-in tent will be located on Union Street in front of the Friends Meeting House. ALL participants must access Union Street from Hartford or Jones Roads intersections and proceed eastbound towards Main Street to line up at the check-in tent to receive your space assignment. Please do not access Union Street from Main Street and please do not leave your vehicle at any time until you have received your space assignment. Once you have your space assignment and the road is closed, you may begin setup.

ABSOLUTELY NO VEHICLES SHOULD BE DRIVEN DOWN MAIN STREET OR PARKED ON MAIN STREET UNTIL REGISTRATION HAS STARTED AND NO SETUP EARLIER THAN 2:30pm - BY ORDER OF MEDFORD POLICE

From Medford Police Chief: Setup may begin no earlier than 2:30 PM

Breakdown must be complete and off the street by 10 PM for road re-opening

ALL GENERATORS MUST BE LOW-NOISE "INVERTER" TYPE RANGING NEAR OR BELOW 62 DECIBELS. NO EXCEPTIONS WILL BE PERMITTED.

We appreciate your compliance with this policy.

We look forward to seeing you at the festival!

(Questions? Contact Us at dickens@medfordbusiness.org)

MBA PO Box 981, Medford NJ 08055

www.medfordbusiness.org/events/dickens