



## MANAGER'S & CLERK'S OFFICE

49 Union Street • Medford • NJ 08055

• PHONE: 609/654-2608 x334 • FAX: 609/714-1790

To: Food Truck Vendors  
From: Beth Portocalis, Exec. Assistant to the Township Manager  
**RE: Food Truck Vending Spaces Available**

The Medford Township Council is pleased to again be offering food truck operators an opportunity to park trucks on Main Street in historic Medford Village on designated dates and times, per Ordinance 2018-14.

Medford Village is a Main Street NJ downtown, and currently features four regionally renowned restaurants (Braddock's Tavern, ITA 101, CRUMB, and Whole Hog Café & Wings) along with a coffee shop, (Harvest Coffee) three craft breweries, (Kings Road Brewery, Lower Forge Brewery & Farm Truck Brewing), a cigar lounge/shop, and an eclectic mix of other retail shops and service oriented businesses. Main Street is also home to the Medford Arts Center (The MAC), the Medford Village/Gazebo Park, and the Medford Memorial Community Center, which hosts a number of private functions.

Event activities are scheduled by the businesses in collaboration with the Main Street Merchants Association, Medford Business Association. (MBA) and Destination Medford; and include a monthly First Friday & ArtWalk through the Village, entertainment at the MAC, the Gazebo and in the breweries. Medford Township wishes to enhance the patrons' experience and accommodate those visiting Main Street by providing a diversity of food, non-alcoholic drinks, and other vendor specialties at strategically placed locations along Main Street – and you are invited to participate!

**TO PARTICIPATE:** Vendors must submit a complete application packet. Medford Township reviews and accepts or rejects applications and assigns spaces to vendors on Main Street at its sole discretion. Please note that in consideration of our local businesses, we cannot accept food trucks who sell the same or similar foods and beverages. We will review and make decisions about applications on a first-come first serve basis. Space is limited. Application packets must include the following:

1. Completed Application Form (attached);
2. Certificate of Insurance in the minimum amount of \$1million general liability insurance coverage with Medford Township as the additional insured certificate holder;
3. Current County Health Department Certificate; and
4. Food Handlers permit issued annually by Medford Twp.(Clerk's Office (609) 654-2608 x328) The annual permit fee is \$50.
5. A daily operating fee of \$20 (*\*To be submitted when notified of approved dates*)
6. A copy of your NJ Sales Tax Certificate (per NJSA 54:32B-1) & proof of payment of NJ Sales Tax
7. Generator Specifications (if required)

**IMPORTANT:** If your vending operation includes the use of any open flame or flame-producing device, a Township of Medford Fire Permit will also be required. Type 1 permit request must be filed and remitted directly to the Township of Medford Fire Division, with a copy submitted with an application. This Fire Permit application is available at [www.medfordfire.org/forms/permit.pdf](http://www.medfordfire.org/forms/permit.pdf) or at the Fire Department administrative offices located at 1 Firehouse Lane. A separate fee of \$42 for the Fire Permit is required for each vending spot.

For the event, vendors must be self-contained, and bring their own tables, chairs, tents and generators if needed. **GENERATORS MUST BE INVERTOR TYPE AND CANNOT EXCEED 60 DECIBLES.** NO electricity or water will be provided.

After your application is received and approved, you will be notified by mail about your opportunity to participate. This may include limiting the items you can sell and setting a specific location on Main Street. Any attempt to sell items that are not approved in advance may result in your ejection from Main Street without refunding your fee.

For more information, call during business hours to (609) 654-2608 x330



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**MAIN STREET FOOD TRUCKS**

| SPACE LIMITED | APPLICATIONS REVIEWED FIRST COME, FIRST SERVE

**2024 Vendor Application**

Please check off all date(s) you are requesting. Dates Available  3/21  4/18  5/16  6/20  
 7/18  8/15  9/19  10/17  11/21  12/19

Vendor Business Name: \_\_\_\_\_

D/B/A: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_ Other #: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_ Fax #: (\_\_\_\_) \_\_\_\_\_

Description of proposed menu or offerings: **(\*\*List all items that you propose to sell. No additions or changes to this menu/offerings will be permitted. Please attach a separate sheet if needed or if you have a printed menu)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of set-up: (Food Truck/trailer, tents, generator, fryers, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosures:

\_\_\_ APPLICATION

\_\_\_ HEALTH DEPT CERTIFICATE

\_\_\_ FEE

\_\_\_ MEDFORD FOOD HANDLERS PERMIT

\_\_\_ CERTIFICATE OF INSURANCE

\_\_\_ FIRE PERMIT (if applicable)

\_\_\_ NJ SALES TAX CERTIFICATE/PAYMENT TO NJ

\_\_\_ GENERATOR SPECS

**To apply for a permit, return this form, fees and other documentation to:**

**Main Street Food Truck Program  
c/o Medford Township Manager's Office  
49 Union Street, Medford, NJ 08055-2432**

**By submitting an application, you agree to the terms and conditions set forth in the accompanying letter.**