



## **VENDOR CHECKLIST:**

\_\_\_\_\_ Read Vendor Letter & All Instructions (pg. 1)

\_\_\_\_\_ Complete Vendor Form, with check for vendor fee made out to  
*Phillipsburg Pork Roll Palooza* (pg. 2)

\_\_\_\_\_ Complete Vendor Liability Agreement (pg. 3)

\_\_\_\_\_ Provide Certificate of Insurance naming the Phillipsburg Downtown  
Association and the Town of Phillipsburg as additionally insured

### Additional Food Vendor Requirements

\_\_\_\_\_ If cooking with an open flame, apply for Division of Fire Safety permit in the  
RIMS system and submit \$54 payment on-line (instructions attached separately)

\_\_\_\_\_ Complete Warren County Health Department Temporary Food Establishment  
Permit Application, with check for \$50 made out to *WC Treasurer*  
(document attached separately)

We look forward to having you at this year's Phillipsburg Pork Roll Palooza!

### **Questions?**

**Contact Robyn Coe-Donaldson, [robyn@coeinsonline.com](mailto:robyn@coeinsonline.com)**

**Mary Jo Harris, [harrism@norwescap.org](mailto:harrism@norwescap.org)**

### **Co-Chairs**