

EARTH FEST 2026 VENDOR PAYMENT INFORMATION

NON-FOOD VENDORS (food vendors see below)

NON-FOOD VENDOR FEES	Event Registration Fees	Peddlers License Fees (ONLY if you are selling a product or accepting pre-payment for future services)
Non-Profits	None	\$25
Montclair BID Businesses	None	\$25
Vendor	Register before 4/1: \$20 Register after 4/1: \$25	\$25

HOW TO PAY:

Montclair Township accepts cash, check or money order. Please make it payable to Montclair Township; and write your DBA on the memo line. If paying by cash, please ensure you send/drop off your payment with your application. Please follow these instructions to make sure we note your payment. **Mail your payment before or drop off by 4/13/26. *EVENT REG. FEE AND PEDDLERS FEE MUST BE PAID SEPARATELY**

Mail EVENT REG. FEE to or drop off at:

Marrakech Cunliffe
Department of Sustainability,
3rd floor
205 Claremont Ave.
Montclair, NJ 07042

Mail PEDDLERS FEE to or drop off at:

Clerk's Office, 1st Floor
205 Claremont Ave.
Montclair, NJ 07042

DATE _____

PAY TO THE ORDER OF **MONTCLAIR TOWNSHIP** \$ _____

DOLLARS _____

MEMO **BUSINESS NAME** _____

FOOD VENDORS

FOOD VENDOR FEES	Event Registration Fees	Health Dept. Fees	Peddlers License Fees	Fire Fees (ONLY if heating element is present)
Montclair Business	Register before 4/1: \$25 Register after 4/1: \$30	None	\$25	See below
Outside of Montclair	Register before 4/1: \$25 Register after 4/1: \$30	\$150	\$25	See below

***All fees must be paid separately as they are processed by different departments. See below for payment instructions.**

HOW TO PAY:

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Mail EVENT REG. FEE to or drop off at: Marrakech Cunliffe
Department of Sustainability,
3rd floor
205 Claremont Ave.
Montclair, NJ 07042

Mail PEDDLERS FEE to or drop off at: Clerk's Office, 1st Floor
205 Claremont Ave.
Montclair, NJ 07042

Mail HEALTH DEPT. FEE to or drop off at: Health Department, 3rd Floor
205 Claremont Ave.
Montclair, NJ 07042

FIRE FEES (ONLY if you have a heating element):

All mobile vendors operating in the Township of Montclair must have a Hood Suppression system and are required to have a Fire Safety Permit for the Hood Suppression System and the Open Flame/Propane. Please see attached the Fire Safety Permit Applications as well as the Inspection Checklist. Please complete all forms and email these to fireprevention@montclairnjusa.org as a scanned document, fax, or drop-off at our office two weeks prior to the event. The cost of each Fire Safety Permit is \$54.00, a total of \$108.00, payable by check or money order to "Township of Montclair, LEA" due at time of Application. An inspection is preferred to be conducted prior to the event at the Montclair Fire Department at 1 Pine Street within enough time to abate any violation if found; if conducting the inspection on-site on the day of event and there should be a violation that is deemed a hazard, the food truck may not be able to operate.

Provide the following documents along with the Application forms:

- Hood Cleaning Report and photo of Tag (must be conducted by a qualified company and have present a tag containing the service provider name, address, telephone number and date of service in a conspicuous area)
- Hood Inspection Report (conducted by a certified company)
- Pictures of the Inspection Tag for both the Ansul, Pull Station & Fire Extinguishers (serviced by a certified company)
- If using a tent/awning provide the Flame-Retardant Certificate
- Vehicle Registration

Also, vendors must have the required license for operation in the Township of Montclair, please check with the Clerk's Office at 973-509-4900 regarding the Application for a Mobile Vendors License and/or Peddlers License and obtain any required permits from the Health Department at 973-509-4970.