



2017 VENDOR APPLICATION GUIDELINES AND INFORMATION

APPLICATION PROCESS

Complete applications must include:

1. All requested information. General Descriptions (such as accessories and/or related products) are not acceptable.
2. A complete listing of product(s). If selected, this is where the approved merchandise on your contract will come from.
3. You must enclose 4 digital images of your product and one image of your booth on a CD (or emailed), saved in .jpg format. Photos and artist rendition will be accepted. Applications submitted without digital images, photos or artist rendition will not be considered. We reserve the right to use images for publicity and advertising. Please include a short bio if you choose. Please enclose a description of each item.
4. Floor Plan layout of how you will use the space.
5. Do not send money with this application. If a contract is issued, you will be notified.

Applications submitted without these items will not be considered.

SELECTION PROCESS

Completing an application does not guarantee space. The selection process is based on uniqueness of products, quality, diversity, booth design, availability of space, and appropriateness of product type for available space.

If selected as a new exhibitor/concessionaire, leased space includes only the area assigned. The NJSF@/SCF&HS determines final location of space. Requests for specific locations will be accommodated at the discretion of the NJSF@/SCF&HS Concessions Office.

It is advisable to submit a completed application as soon as possible. Vendors who are selected will be notified.

INSURANCE REQUIREMENTS

A Certificate of General Liability insurance in the amount of \$1,000,000 listing the New Jersey State Fair as certificate holder and additional insured to include setup and removal days of the annual NJSF®/SCF&HS. Insurance certificate must be issued in your contract/customer name. If a certificate is not provided by June 1, 2017 you will be charged a fee of \$150 to be included on the NJSF®/SCF&HS Insurance Policy.

GENERAL INFORMATION

Electric

One electrical circuit is included in Space Rental Fee for the Craft Tent, and for Tent Rentals. Electric is included with an Outside Space rental but you must bring an approved extension cord (SOOW). Additional charges will be incurred if more voltage/amperage is needed.

Identification Badges/Admission Tickets (non-refundable)

All vendors and exhibitors are required to display a NJSF®/SCF&HS ID Badge to gain entry to the Fairgrounds. Two (2) ID Badges are provided for each vendor. Daily admission tickets are available for purchase at \$6 each. (Prices are subject to change without notice).

Hours of Operation

All concession exhibits must be open, operating, and adequately staffed during the hours of 10am - 10pm daily, 10:30pm on Friday and Saturday nights. The fair closes at 5PM on the last Sunday – August 13, 2017. However, gate hours can change.

Tax Rate

New Jersey State tax rate as of July 15, 2006 is 7.00%. You must have a valid NJ state tax ID number. A copy of your NJ State Sales Tax Certificate must be sent in with your contract if accepted.

Booth Appearance

All vendors must reside within the area they have contracted for. You may not spread into the aisles or any one else's space. Booths must be neat and tidy with adequate professional signage. No handwritten signs will be permitted. Trash must be out of sight.

INSTRUCTIONS

Thank you for your interest in participating in the **2017** NJSF®/SCF&HS. **Receipt of this application by the NJSF®/SCF&HS does not guarantee exhibit/concession space. Please read thoroughly!!!** Incomplete applications will not be accepted.

1. Please ***type or print*** this application. All questions must be answered completely and legibly.

2. The list of all products and/or services you plan to sell, you must be specific. General descriptions such as accessories and related products are not acceptable.
3. You must enclose 4 digital images of your product and one image of your booth on a CD with artist name saved in .jpg format. Photos will be accepted. Applications submitted without digital images, photos or artist rendition will not be considered. We reserve the right to use images for publicity and advertising. Please include a short bio if you choose. Please enclose a description of each item.
4. Floor Plan layout of how you will use the space.
5. If you are accepted, you will be contacted and sent a Concessions Contract noting the amount due, and other pertinent information. If you have any questions, contact the Concessions Department at 973-948-5500 x 225.

BUSINESS INFORMATION

Business name _____

Owner name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Cell Phone _____ FAX _____

Contact name and phone number (if different from above)

Social Security# or Federal Tax ID#

(APPLICATION WILL NOT BE PROCESSED WITHOUT THIS NUMBER)

Website _____

Email _____

Have you/your company participated in any previous NJSF@/SCF&HS? Yes ___ No ___

If yes, list name and year _____

Are you a current member of the IAFE or NICA? Yes _____ no _____

List of Products and/or Services (no exclusivity will be granted)

You must list all products that you will be selling /displaying at the Fair. Methods used to create products will enhance your application. Please include the price range of products. Your contract will be processed on the basis of this application. Violations may mean cancellation of contracts and forfeiture of monies paid. You may attach additional sheets, if necessary.

TYPE OF EXHIBIT (Check One)

Exhibit _____ Straight Sales _____
Demonstrator _____

Space Request – See price chart for fees

Commercial Tent _____ **Number of feet of frontage requested. 10 feet minimum.** _____ **paces is 10 feet.**

Community Services Tent _____ **Number of 10 foot frontage spaces requested. Depth of all spaces is 10 Ft.**

Food Vendor _____ ' x _____ ' (Number of feet of frontage requested x depth)

Outside Vendor _____ ' x _____ ' (Number of feet of frontage x depth)
(Be sure to include awnings, steps, trailer hitches)

Do you own your own tent (must be stamped – Made with fire retardant material and be substantial, with sides all around) _____?

Does NJSF®/SCF&HS need to provide a tent for an additional cost? _____

References

List two recent fairs or shows that you have participated in. Include contact person and phone number.

Event

----- Contact -----

Phone-----

Event

----- Contact -----

Phone-----

Create a footprint of your layout of the entire space, only what is pictured can be approved Be sure to include any stands, awnings, steps, hitches, storage, trailers ***FOR ALL VENDORS***

Electrical Requirements

All space rentals include one outlet. Additional charges will be incurred if more amperage is needed. You must order electric for all vendor spaces that require 30amps or more, all food concession operations, trucks requiring electricity and vehicles requiring electric in the Main & Auxiliary Campgrounds. Vendors that require an electrician to connect or disconnect must pay a \$200 fee plus \$3 per AMP of electricity.

Additional amps required _____

Campground Site \$35/night Number of nights _____

Is water needed for your vendor space or concession? Yes____ No_____

Applicant agrees that all information provided is true and consistent with the rules and regulations of the NJSF@/SCF&HS. Any falsifying of information on this document may disqualify the applicant from further participation in the NJSF@/SCF&HS.

Name (Print) _____

Signature _____ Date _____

MAIL TO: New Jersey State Fair@/Sussex County Farm & Horse Show
Concessions Manager
PO Box 2456
Branchville, NJ 07826
FAX: 973-948-0147 ext. 225
E-MAIL: concessions@njstatefair.org

Prior to set-up, you must have a NJ STATE SALES TAX CERTIFICATE.

Food Vendors must have a Frankford Township Board of Health Permit and a Fire Permit (for an open flame).

Outside vendors with a tent larger than 900 sq. ft. and have more than a 30 foot side must obtain a Frankford Township Fire Permit.

NJ State Tax Bureau
800-323-4400
609-588-2200
609-588-2525

Frankford Township
973-948-5566
151 State Highway 206
Augusta, NJ 07822 www.frankfordtownship.com