



## 2009 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), service(s) or menu (with pricing). If selected, this is where the approved merchandise and/or menu on your contract will come from.
3. A photograph or artist rendition of your booth design.
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/services, quality, diversity, booth design, experience, availability of space and appropriateness of product type for available space.

If selected as a new exhibitor/concessionaire, leased space includes only the area stipulated in the contract. 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

**Returning Vendors:** Contracts are issued to Approved Returning Vendors in January of 2009 and are due back to the NJSF®/SCF&HS Concessions Committee, no later than March 1, 2009. Contracts submitted after this date will be placed into consideration with New Vendors.

**New Vendors:** It is advisable to submit a completed application as soon as possible after January 1, 2009 for consideration. After completed contracts are received for returning vendors, New Vendor applications will be reviewed by the Concessions Committee and new vendors which are selected will be notified during March of 2009. A New Vendor Deposit of \$100 is required in addition to other fees upon Contract Signing. This deposit is refundable on at the conclusion of the NJSF provided all NJSF®/SCF&HS Rules and Regulations are followed.

### 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 within 2 weeks preceding opening of the NJSF you will be charged a fee of \$150 to be included on the NJSF®/SCF&HS Insurance Policy.**

## **GENERAL INFORMATION**

### **Electric**

One 110 volt, 20amp electrical circuit is included in Space Rental Fee for the Commercial Tent, and for Tent Rentals. Electric is included with an Outside Space rental but you must bring an approved extension cord. Additional charges will be incurred if more voltage/amperage is needed.

### **Identification Badges/Admission Tickets (non-refundable)**

All concessionaires and exhibitors are required display a NJSF®/SCF&HS ID Badge to gain entry to the Fairgrounds. **Two (2) ID Badges are included in the Space Rental Fee for a 10 x 10 Space. Additional Badges will be issued for larger rental spaces. Additional Badges are available for purchase at \$25 each. Daily admissions tickets are available for purchase at \$5 each. (prices are subject to change without notice).**

### **Hours of Operation**

All indoor concessions exhibits must be open, operating and adequately staffed during the hours of 10am - 10pm daily; all outdoor concessions and exhibits are required to be open, operating and adequately staffed daily during the operating hours of 10am - 10pm, Fridays & Saturdays 10am – 10:30pm.

### **Tax Rate**

New Jersey State tax rate as of July 15, 2006 is **7.00%**



Office Use Only

- CT
- OV
- Food
- CR

Received \_\_\_\_\_

# Concessions Application

## Instructions

Thank you for your interest in participating in the **2009 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.
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 a photo of how you plan to exhibit. Applications submitted without a photo or artist rendition will not be considered.
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. Concessions applications may be kept on file for up to 3 years. 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? Yes \_\_\_\_\_ no \_\_\_\_\_

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

You must list all products and/or services that you will be selling/displaying at the Fair. Please include the price range of products and/or services. 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)

Do you use a pitch? Yes/No \_\_\_\_\_  
 Promotional \_\_\_\_\_  
 Exhibit \_\_\_\_\_  
 Food \_\_\_\_\_

If yes, Outside Space ONLY  
 Advertising, Information, Education  
 Straight Sales  
 Food Sales, Outside Space only

**Space Request**

**Craft Tent**  10' x 10'  10' x 20'  \_\_\_' x \_\_\_' (front footage x depth)  Corner Request  
 \$100 Premium

**Commercial Tent**  10' x 10'  10' x 20'  \_\_\_' x \_\_\_' (front footage x depth)  Corner Request  
 \$100 Premium

**Food Vendor**  10' x 10'  10' x 20'  \_\_\_' x \_\_\_' (front footage x depth)

**Outside Vendor**  10' x 10'  10' x 20'  \_\_\_' x \_\_\_' (front footage x depth)  
 (Be sure to include awnings, steps, trailer hitches)  
 Do you own your own tent (must be stamped – Made with fire retardant material) \_\_\_\_\_  
 Does NJSF®/SCF&HS need to provide a tent at 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 \_\_\_\_\_



## Electrical Requirements

**All space rentals include one 20 AMP 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.

Connection Charge for **ALL FOOD VENDORS** is \$200 and a \$3 per AMP fee will be imposed.

110 volt, single phase  20 amp  30 amp

220 volt, single phase  30 amp  50 amp  100 amp  \_\_\_\_amp

220 volt, three phase  50 amp  100 amp  150 amp  \_\_\_\_amp @ \$TBD

Campground  20 amp @ \$20/day  30 amp @ \$25/day  50 amp @ \$30/day

Is water needed for your vendor space or concession? Yes No

## Signature

Do you or any other person, company, organization or distributorship that has a financial interest in your exhibit or concession, have an interest in any other exhibit or concession, attraction, ride, show or department at the New Jersey State Fair? No Yes, explanation attached.

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.

Signature \_\_\_\_\_ Date \_\_\_\_\_

MAIL TO: New Jersey State Fair, Concessions Department, PO Box 2456, Branchville, NJ 07826  
FAX: 973-948-0147 E-MAIL: [concessions@njstatefair.org](mailto: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.  
Outside vendors with a tent larger than 900 sq. ft. or have 30 ft frontage 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](http://www.frankfordtownship.com)

1/8/2009 11:18:17 AM