



2010 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 3 photos or CD of your product and one photo of your booth. Applications submitted without photos or artist rendition will not be considered.
4. Floor Plan layout of how you will use the space.
5. Food vendors must send Menu with prices.
6. 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 2010 and are due back to the NJSF@/SCF&HS Concessions Committee, no later than **March 1, 2010**. 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, 2010 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 2010. A New Vendor Deposit of \$100 is required in addition to other fees upon Contract Signing. This deposit is refundable 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 (SOOW). 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 Fridays & Saturdays 10am – 10:30pm; 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 _____

2010 Concessions Vendor Application

Instructions

Thank you for your interest in participating in the **2010 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 3 photos of how your product and one photo of your booth. 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' 20' x 10' ___' x ___' (front footage x depth) Corner Request \$100 Premium

Commercial Tent 10' x 10' 20' x 10' ___' 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' 20' 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
Joyce Buerkle
PO Box 2456
Branchville, NJ 07826
FAX: 973-948-0147
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.
Outside vendors with a tent larger than 900 sq. ft. or have more than 30 ft sides 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

12/8/2009 3:03:35 PM