



## 2010 JURIED FINE ART & CRAFT 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 e-mailed) with artist name saved in .jpg format. 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, 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.

**Vendors:** It is advisable to submit a completed application as soon as possible. Vendors who 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 3 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 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 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 weekly 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, 10:30pm on Friday and Saturday nights; 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%. You must have a valid NJ state tax ID number.

### **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.



## 2010 Fine Art & Craft 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 4 digital images of your product and one image of your booth on a CD with artist name saved in .jpg format. 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? Yes \_\_\_\_\_ no \_\_\_\_\_





## 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.

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 @ \$35/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](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 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](http://www.frankfordtownship.com)

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