



NEW ARTISAN VENDOR APPLICATION GUIDELINES AND INFORMATION

APPLICATION PROCESS

We are so excited to be bringing back our Artisans! We will have a flexible schedule, secured area, and reasonable prices in our Artisan Barn.

Complete applications must include:

1. A complete listing of product(s) or services you are requesting to be sold or displayed.
2. Picture(s) of product and booth must be submitted with the application. Photos and artist renditions will be accepted too. We reserve the right to use images for publicity and advertising. Please enclose a description of each item.
3. A Floor Plan: a layout of how you will use the space.

Applications submitted without the above items will not be considered.

Do NOT send money with this application.

If you are accepted, you will be notified and a vendor contract will be issued with further instructions.

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 an Artisan, 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. **Please send pictures of your merchandise!!**

INSURANCE REQUIREMENTS

A Certificate of **General Liability Insurance** is required 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. You can get on our policy for \$18 a day.

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GENERAL INFORMATION

Electric

One 20 AMP electrical circuit is included in the Space Rental Fee. Electric is included with space fee. Additional charges will be incurred if more voltage/amperage is needed.

Admission Tickets (non-refundable)

Artisans will receive a total of 4 Daily Admission Tickets for you and your workers. Additional tickets will be available for purchase at \$7 each. (Prices are subject to change without notice).

Hours of Operation

All exhibits must be open, operating, and adequately staffed from Noon until 9PM.

Tax Rate

New Jersey State tax rate as of January 1, 2017 is 6.875%. You must have a valid NJ State Tax ID number. A copy of your NJ State Sales Tax Certificate must be submitted 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.

BUSINESS INFORMATION

Date _____

Company, Organization, or Individual Name _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Business Phone _____ Cell Phone _____

E-Mail _____

Social Security# or Federal Tax ID# _____

(APPLICATION WILL NOT BE PROCESSED WITHOUT THIS NUMBER)

Have you/your company participated in any previous NJSF®/SCF&HS? Yes ___ No ___
If yes, list name and year _____

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

Please list all products which you wish to display or sell during the Fair. Please include a current price list for all 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.

Space Request – See price chart for prices in Vendor Handbook

Space/Cost: Continue in increments of 10 feet if interested. The charge will be \$100 per day. \$50 for the first Friday! *Please choose one!*

15 X 10 _____

Other: _____

Dates: *Please choose one.*

Friday, August 5 (5PM) – Tuesday, August 9 (9PM) _____ Total: \$450

Wednesday, August 10 (noon) – Saturday, August 13 (9PM) Total: \$400

Friday, August 5 (5PM) – Saturday Total: \$850

Other: _____

All space rentals include one outlet.

Additional amps required _____

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

References

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

Event _____ Contact _____

Phone _____

Event _____ Contact _____

Phone _____

