



## **NEW ARTISAN VENDOR APPLICATION** GUIDELINES AND INFORMATION

### **APPLICATION PROCESS**

#### **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. We reserve the right to deny any product that does not meet appropriate standards for a Family Event. Please use good judgement.

Applications submitted without the above items will not be considered. Please do not send any money yet.

**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. Please see page 8 of the Vendor Handbook. Some Homeowners' Policies would possibly cover you. Please check with your agent. Otherwise, it will cost \$165 to be added to the Fair's Policy.

**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 opening to closing. ( 10AM-10PM on weekends or Noon to 10PM during the week )

**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 \_\_\_\_\_

***Please include the name and number of anyone else that you would like added to our Emergency Contact System.***

\_\_\_\_\_

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. Please remember that this is a Family Event and all products should be appropriate. 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 15 feet if interested. The charge will be \$100 per day. \$50 for the first Friday! ***Please choose one!***

12 frontage X 10 depth \_\_\_\_\_

Other: \_\_\_\_\_

**Dates: *Please choose one.***

Friday, August 4 (5PM) – Tuesday, August 8 (10PM) \_\_\_\_\_ Total: \$450

Wednesday, August 9 (noon ) – Saturday, August 12 (10PM) Total: \$400

Friday, August 4 (5PM) – Saturday, August 12 ( 10PM ) Total: \$800

Other: \_\_\_\_\_

**All space rentals include one outlet.**

Additional amps required \_\_\_\_\_

**References**

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

Event \_\_\_\_\_ Contact \_\_\_\_\_

Phone \_\_\_\_\_

Event \_\_\_\_\_ Contact \_\_\_\_\_

Phone \_\_\_\_\_

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

E-MAIL: [concessions@njstatefair.org](mailto:concessions@njstatefair.org) TELEPHONE: 973-948-5500

Extension: 225

