



Sussex County Farm & Horse Show

## **2023 ARTISAN VENDOR ELIGIBILITY** **MARKETPLACE BUILDING**

*Friday, August 4 at 5PM – Saturday, August 12 at 10 PM, 2023*

### **Eligibility:**

### **Artisans:**

**All work must be original and made by the applicant.** Work created from commercially available kits is not accepted. Work that is created under the direct supervision of the applicant in a small-studio production scenario is acceptable if the artist has a constant hand in direction, feedback, and assistance in the making process. Manufacturers, importers and agents other than craft artists should not apply. The Fair Committee reserves the right to determine whether a particular type of work is determined unacceptable or in keeping with the standards of the show. If the work is determined unacceptable or misrepresented in the images submitted, the applicant will not be allowed to exhibit during the event. Send images to be juried to [struble3@gmail.com](mailto:struble3@gmail.com) along with the name of the crafter/crafters, business name with description of wares, phone number, email and mailing address. Value added products such as jam, jellies, hot sauces, lotions, etc would all be appropriate if at least some of the ingredients were from Tri-State agricultural products.

### **Vendors of value-added and specialty products**

The Marketplace at the NJ State Fair is seeking to highlight products that are crafted, grown and created in the Tri-State Area from agricultural products. The Fair Committee reserves the right to determine whether a particular type of product is determined unacceptable or in keeping with the standards of the show. If the product is determined unacceptable or misrepresented in the images submitted, the applicant will not be allowed to exhibit during the event. Send images to be juried to [struble3@gmail.com](mailto:struble3@gmail.com) along with contact information. Value added products such as jams, jellies, hot sauces, lotions, etc. would all be appropriate if at least some of the ingredients were from Tri-State agricultural products.

**Jersey Sales Tax:** In order to legally sell work at the Craft Fair, you must register your business with the State of New Jersey and obtain a New Jersey Business Registration Certificate and a New Jersey Certificate of Authority to be able to collect Sales Tax. These documents must be displayed prominently in your booth. New Jersey Sales Tax is 6.625% with articles of clothing exempt. Note: The NJ Division of Taxation sends representatives regularly to the Fair. They have the authority to shut you down immediately if you are not compliant, so please make sure you are properly registered. Registration with the State of New Jersey must be completed at least 15 days before engaging in business activity. To learn more and register your business online visit this website: <https://www.state.nj.us/treasury/taxation/informationforvendors.shtml>

**Specialty Food Exhibitor Permits:** The New Jersey State Fair, Sussex County Horse Show will accept a very limited number of specialty food exhibitors. If you are a Specialty Food



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Exhibitor, you will need to apply for the following permits whether you sell open or prepackaged foods. You will need to apply for a food license from **Frankford Twp** and also complete and submit a temporary food application to the **Sussex County Division of Health**. The Board of Health often visits our event. It is the exhibitor's responsibility to obtain these permits. Follow these direct links to the forms needed: [Frankford Twp](#) and [Sussex County Division of Health](#) or go to our website: [njstatefair.org](http://njstatefair.org) .

## **BOOTH INFORMATION:**

**Exhibition Spaces & Fees:** The building that will house the show is a permanent building. The building has a concrete floor, permanent walls and roof with ceiling fans. The building is weather tight. Standard booth spaces measure 10 deep'x12 wide'. A limited number of corner spaces are available and will be allotted on a first come basis. The building will be locked overnight. Once it is locked there will be no entry.

## **Artist Demonstrations:**

If you are interested in demonstrating in your booth or in a larger space please mark the appropriate space on your application and describe what would be involved in your demonstration. Reserve two booth spaces if needed.

## **Set Up / Break Down:**

Set up times/Parking – While we prefer for our Artisans and vendors to stay the entire length of the Fair, we understand that this can be difficult for some. Therefore, we are offering the option of a 5-day (group 1) or a four day (Group 2) event. Set up for those participating for the 9 days of the fair and Group 1(8/4-8/8) will be on Thursday 8/3 between 5:00-8:00p.m. Group 1 will need to remove everything from their space after the close of the Fair on Tuesday 8/8. Group 2 (8/9-8/12) will be able to set up on Wednesday morning from 8a.m.-12 noon. More details to follow about set up and breakdown. The building has an easy drive-up and unloading area. Parking will be on a level flat designated area near the building. All displays must be free standing and supported. Nothing can be attached to the walls.

## **Show Hours:**

Exhibitors are required to man their booth for the full duration of the event and all hours that it is open to the public. The Garden State Marketplace and the NJ State Fair will open at 5:00 PM on



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Friday, August 4. The building will open at 10AM on the weekends and close at 10PM. The building will be open 12 noon-10PM daily during the week. 4 admission passes and a few parking passes will be issued per booth.

### **Booth Payments:**

Booths are \$50 dollars for the first Friday (August 4) \$100 dollars from Saturday August 5<sup>th</sup>-August 12<sup>th</sup>. There will be an \$800 charge for the whole week. See contract for your preference on dates and price. Check, credit card, Pay Pal ([njstatefair.org](http://njstatefair.org) website has the Pay Pal link) or call the concessions office. Doug Post 973-948-5500 X225