



NEW 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. You may enclose 4 digital images of your product and one image of your booth on a CD (or emailed), saved in .jpeg format. Photos and artist rendition will be accepted. 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 enclose a description of each item.
3. A Floor Plan: a layout of how you will use the space.
4. Food vendors **MUST** attach full menu with pricing.

Applications submitted without the above items will not be considered.

Do NOT send money with this application.

All New Vendors, if accepted, are required to submit a \$200.00 deposit with the vendor contract.

***If all NJSF/SCF&HS rules and regulations are obeyed the \$200.00 deposit will be returned.**

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 a new exhibitor/concessionaire, 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.

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.

If a certificate is not provided by the June 1, 2024 deadline, you **could** be charged a fee of \$165 to be included on the NJSF®/SCF&HS Insurance Policy.

GENERAL INFORMATION

Electric

One 20 AMP electrical circuit is included in the 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.

Admission Tickets (non-refundable)

Concessionaires will receive a total of 34 Daily Admission Tickets for the 8 1/2 days of the fair. That's 4 tickets a day. **The tickets are meant for you and your workers, not your friends and family.** Misuse of tickets will not be tolerated. Additional tickets will be available for purchase at \$7 each. (Prices are subject to change without notice).

Hours of Operation

The fair opens Friday, August 2 at 5PM and closes at 10PM on Saturday, August 10. All concession exhibits must be open, operating, and adequately staffed during the hours of 10am - 10pm on weekends and from 12PM to 10PM during the week. This is a contractual stipulation. Gate hours can change if deemed necessary.

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, midways or anyone 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 _____

Are you a current member of the IAFE or NICA? Yes _____ no _____

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

Commercial Tent: _____ Number of feet of frontage requested. Frontage is sold in increments of 10 feet only; with a ten foot minimum. Depth of all spaces is 10 feet. The cost is \$90 per front foot.

Food Vendor : _____ x _____ Minimum number of feet of frontage needed x depth. **(All awnings, hitches, tent _____, pegs, overhangs, tie-downs, etc. must be included).**

Outside Space: _____ x _____ Number of feet of frontage x depth (see price chart).

Craft Area: ___ X ___ 4 day minimum August 2- 6 The cost is \$450.

___ X ___ 4 day minimum August 7-10 The cost is \$400.

___ X ___ Full 8 1/2 days August 2-10 The cost is \$850.

Other: _____

*******Space size and dates can be flexible!**

References

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

Event _____ Contact _____ Phone# _____

Event _____ Contact _____ Phone# _____

Your own **tent** (must be stamped with a fire retardant label, commercial grade, have sides and have a way to be secured to the ground. You may also rent a tent from us.

Create a footprint of your layout of the entire space. Only what is pictured can be approved. Be sure to include any stands, awnings, steps, hitches, storage, trailers. FOR ALL VENDORS

A large grid for creating a footprint of the layout. The grid is approximately 20 units wide and 20 units high, with a header row at the top. The grid is intended for vendors to draw their booth layout within the space.

Electrical Requirements

All space rentals include one outlet. Additional charges will be incurred if more amperage is needed. You must request electric for all vendor spaces that require 30 amps or more, all food concession operations, trucks requiring electricity, and vehicles requiring electric in the Main & Auxiliary Campgrounds. Vendors that require an electrician to connect or disconnect must pay a \$200 fee plus \$3 per AMP of electricity.

Additional amps required _____

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

PERFORMANCE BOND FEE: All NEW EXHIBITORS must enclose a separate \$200.00 check, and a self addressed envelope with their contract . The same check will be mailed back to you after the fair, providing you have manned your booth during all fair hours, your spaces are left in a clean, acceptable condition, and you have complied with all rules and regulations found in the Vendor Handbook.

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: dpost@njstatefair.org TELEPHONE:
973-948-5500 Extension: 225

**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 Sussex County Department of Health and Human Services permit, and a Fire Permit (for an open flame).
Outside vendors with a tent larger than 900 sq. ft. with more than a 30 foot side, 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

Sussex County Department of Health and Human Services
Division of Health
201 Wheatsworth Road
Hamburg, NJ 07419
973-579-0370