

# WARREN COUNTY FARMERS' FAIR ASSOCIATION, INC.

## July 28 – August 4, 2018

Please take a moment to review these instructions. Many of your questions will be answered below. We are looking forward to another enjoyable and successful Fair season.

1. **FAIR HOURS:** 12:00pm to 10:00pm each day with gates opening at 11:00am. Vendors need to be opened from 12:00pm to 10:00pm.
2. **LOCATION:** Return completed contract with at least a 50% deposit and the tent rental fee (if applicable) to reserve a space at the fair. If you are a returning vendor and wish to reserve the same space you had last year or in the general area, I need to receive the contract along with payment by April 15<sup>th</sup>. I start assigning spaces after April 15<sup>th</sup> to new vendors or to those vendors that request to move. Balances for spaces are due by July 1<sup>st</sup>. A late fee of 10% on the cost of your space will be charged after this date. Personal checks are not accepted after July 1<sup>st</sup>. Payment will then need to be by money order, certified check or cash. A letter to confirm your acceptance as a vendor will be sent to you upon receipt of your contract and deposit. Spaces are not permitted to be subcontracted. All fees are non-refundable.
3. **TENTS:** If you are supplying your own tent, please make sure that it fits in the space you have requested. (i.e. If you have a tent that takes up 11 feet you will need to rent a 15 foot space). Please remember that you may have a vendor directly next to you. Your display needs to be set-up at least **3 feet back** from the walkway – including overhangs. You will be asked to move if you do not conform to this request. If you are renting a tent from us, please add on an additional 10 feet of space to allow for stakes and ropes.
4. **INSURANCE:** You must send a Certificate of Insurance OR a completed Insurance Request Form which is enclosed to G.S. Newborn & Associates, Inc., PO Box 2507, Flemington, NJ 08822. (fax 908-788-9371) Some insurance certificates have been coming to me through the mail. **Please make sure that your insurance company has the correct address of G.S. Newborn & Assoc.** If sending a certificate, please be sure you conform to the following rules:
  - Send the certificate to G.S. Newborn & Associates at the above address or fax to 908-788-9371.
  - Specify the certificate holder to be: Warren County Farmers' Fair Association, Inc.
  - Be sure the effective dates cover the period of the Fair.For additional information, please see paragraph #1 of Terms and Conditions of Contract (enclosed). If you do not provide a Certificate of Insurance or the Insurance Request Form prior to Fair set-up time, you will not be admitted to the Fair and your contract will be voided. All fees are NON-REFUNDABLE. **If you have any questions in regards to the insurance stipulations, please call G.S. Newborn directly at 908-788-9080.**
5. **OVERNIGHT:** Overnight accommodations and camping space: Limited space available. Indicate on your contract application if you plan on staying on the fairgrounds overnight. There will be a charge of \$85.00.
6. **PASSES:** Complimentary passes for entry into the fair will either be mailed with your confirmation letter or given to you when you arrive for set-up. Additional one-day passes may be purchased at ½ price for our vendors at \$3.50 each. If you do not have a pass, you will be charged full admission price into the Fair. You can also exchange your “all week” passes for “one day” passes. Each “all week” pass is equivalent to 6 “one days”. This needs to be done by July 15<sup>th</sup>. We also have season passes available to our vendors at half price of \$17.50 each. Each pass allows one person into the fair. Please make sure the people working your booth are supplied passes or they will be charged at the gate.
7. **ITEMS NOT ALLOWED:** Exploding devices, smoke bombs, bag bombs, knives of any kind, blow darts, weapons or items that cause litter or odor on the fairgrounds are not permitted.
8. **ELECTRICITY:** One 110V – 24 amp electrical outlet is included per vendor. There will be a charge of \$50.00 for each additional outlet used. You will need to supply your own extension cord and lights if needed. Electricity to the fairgrounds will be turned off one week after the fair ends. You are responsible for removing all items from the fairgrounds by that time.
9. **VEHICLES:** Please be advised that cars are not permitted on the fairgrounds during fair hours. If you plan on leaving your vehicle on the fairgrounds, it must be on the spot that is assigned to you. You will have to pay an additional fee if you do not abide by this.