VENDORS WANTED:

Artists • Crafters
Commercial • Food • Snack

Join us at the 44th Annual Monmouth County Fair! July 25-29, 2018

- **LIVE ENTERTAINMENT**
- **FIREWORKS**
- **HOME & GARDEN TENT AND COMPETITIONS**
- **4-H DISPLAYS**

Reach 75,000 people over a five-day period at Monmouth County's largest summer event! Audiences for every business with spaces starting at only $315 for county residents and $390 for non-county residents.

Looking for a larger exhibitor area or a space without tent cover? Outdoor Exhibitor spaces of 20' x 30' can accommodate trailers or your own customized layout.

❖ ***Food trucks welcome! Dedicated food truck spaces (15' x 30') are available for longer vehicles***

VENDORS WANTED:

Artists • Crafters
Commercial • Food • Snack

Join us at the 44th Annual Monmouth County Fair! July 25-29, 2018

	Hours Of Operation	Main Stage Entertainment
Wednesday, July 25	5-11 p.m.	Moroccan Sheepherders
Thursday, July 26	5-11 p.m.	Chuck Lambert
Friday, July 27	5-11 p.m.	TBA
Saturday, July 28	3-11 p.m.	Jimmy Buffet & Friends, featuring Brian La Blanc
Sunday, July 29	11 a.m.-6 p.m.	TBA

Returning favorites:

- Rides presented by Reithoffer Shows
- Bwana Jim's Wildlife Show
- Mutts Gone Nuts
- Robinson's Racing Pigs
- Hilby the Skinny German Juggling Boy
- Hell on Wheels BMX Stunt Show

Information and applications are available on our website at www.MonmouthCountyParks.com under Activities – Monmouth County Fair.

For additional information, please email info@monmouthcountyparks.com or call 732-842-4000, ext. 4312.

See you at the Fair!

MONMOUTH COUNTY FAIR

MAIN FOOD/SNACK APPLICATION

Application packets are due by 4 PM, Thursday, March 8, 2018

MAIN FOOD/SNACK DRAWING will be held

THURSDAY, MARCH 15, 2018

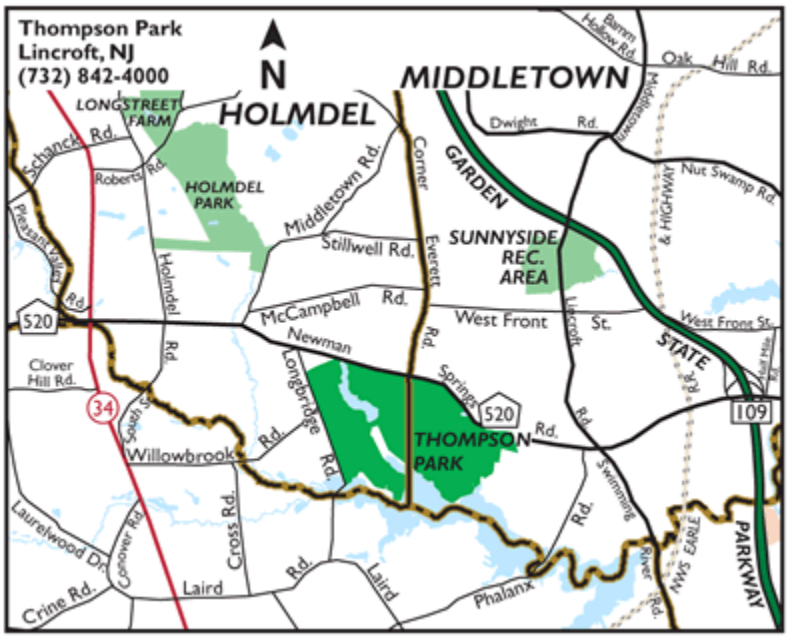
beginning at 10 AM at

THOMPSON PARK VISITOR CENTER

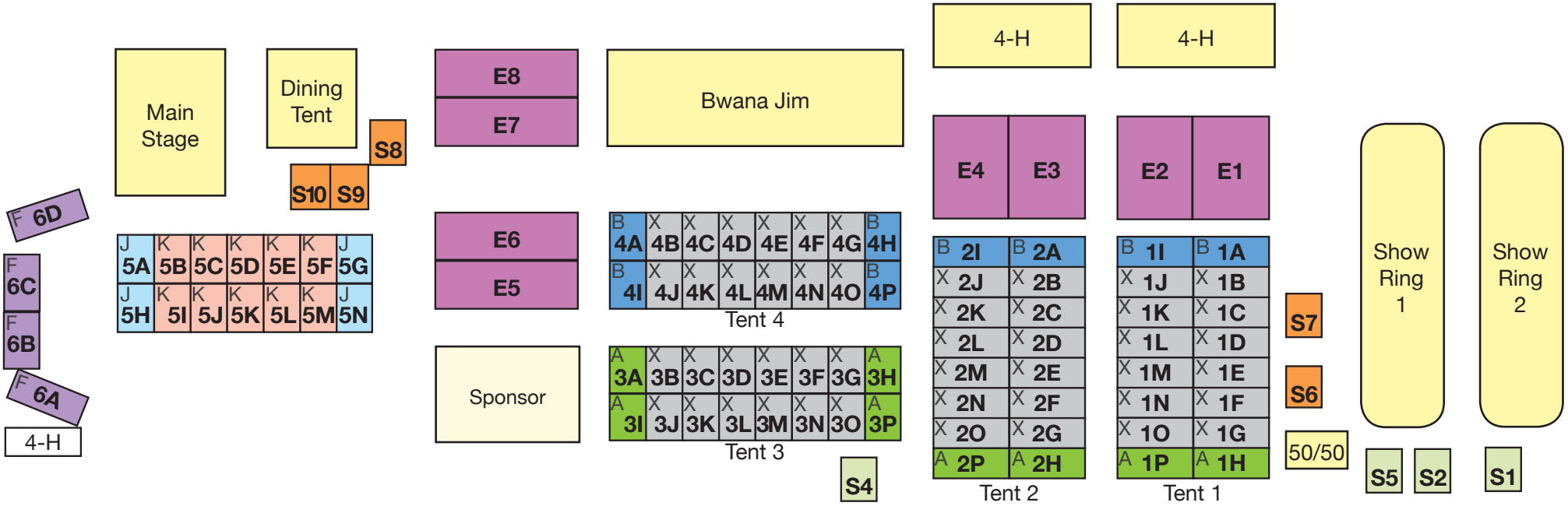
805 Newman Springs Road, Lincroft, NJ

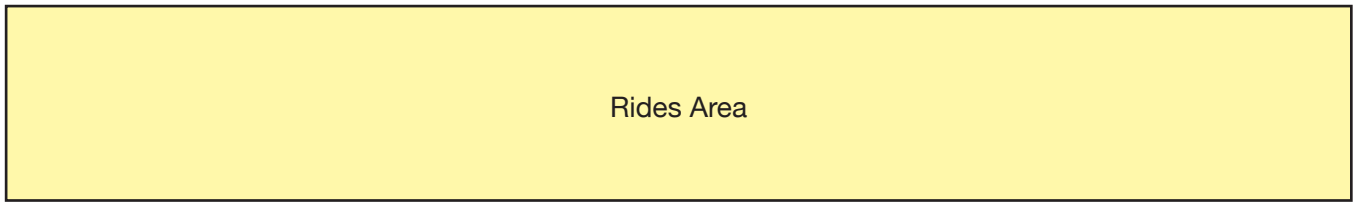
Directions to Thompson Park Visitor Center, Lincroft

- Garden State Parkway to exit 109. Southbound, turn right onto Rt. 520 West (Newman Springs Rd.); Northbound, turn left onto Rt. 520 West. 2.2 miles to Park (past Middletown Twp. Thompson Park and Brookdale Community College entrance) on left.
- State Hwy. 34 to Rt. 520 east. Southbound, turn left; northbound, turn right. Follow Rt. 520 east to Park entrance.

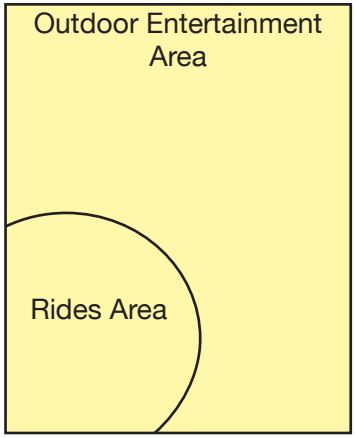


2018 Monmouth County Fair Commercial Exhibit And Vendor Spaces





S3



Corner “J” Spaces 20’ x 20’

Row “K” Spaces 20’ x 20’

Row “F” Spaces 15’ x 30’

Premium Snack Spaces 20’ x 20’
(except S3 20’ x 40’)

Fairground Snack Spaces 20’ x 20’

Corner “A” Exhibitor/Crafter Spaces 10’ x 12’

Corner “B” Exhibitor/Crafter Spaces 10’ x 12’

Aisle “X” Exhibitor/Crafter Spaces 10’ x 12’

Outdoor Exhibitor Spaces 20’ x 30’

MAP IS NOT TO SCALE

February 2018

Dear Main Food/Snack Vendor:

We are pleased to offer you the opportunity to participate in the 44th Annual Monmouth County Fair to be held July 25 through July 29, 2018 at East Freehold Park, Kozloski Road, Freehold, NJ.

Main food and snack vending space will be assigned by lottery. You can apply for both a snack space and a main food space. If you are chosen for a snack space, your application will be removed from the main food drawing.

Selection will begin on Thursday, March 15, 2018 at 10:00 AM at Thompson Park Visitor Center, 805 Newman Springs Rd, Lincroft, NJ, with COMPLETED APPLICATION PACKETS AND DOWN PAYMENTS DUE NO LATER THAN 4 PM ON THURSDAY, MARCH 8, 2018. Applications received after that date, including those hand-delivered on the day of the drawing, will be placed on the waiting list and will not be included in the lottery drawing.

To apply for a vending space, you must include all the required paperwork with your application. Carefully complete your application, following the checklist on the reverse side of this page. Vendors are not required to be present at the drawing. Only the applicant stated on the application will be permitted to speak on behalf of each business selected at the drawing.

Vendors will be notified of their status as soon as possible after the selection process is complete. This could take up to a week's time as the applications are checked once again for completeness and duplications.

Selected vendors must remit all outstanding balances in the form of a money order or certified check by June 1st. Personal checks are NOT ACCEPTED for down payment or final payment for any main food or snack space. In addition, all vendors and exhibitors who are accepted each year to participate in the Fair shall submit the required proof of commercial general liability insurance, including products liability, workers compensation and employers' liability insurance, with all particulars, to the Fair management directly from the insurance agency. Please see sample certificate in this packet.

All vendors must agree to the Supplemental Rules & Regulations Governing Exhibitors and Vendors at the Monmouth County Fair. Please reference this document for information about vendor responsibilities, conditions of vending space, supplied utilities, restrictions on the use of generators, etc.

Set-up will take place from 12 PM – 8 PM on Tuesday, July 24th and 8:30 AM – 3PM on Wednesday, July 25th. No rental tents may be set-up before 12 noon on Tuesday, July 24th. Vendors with trailers/trucks are encouraged to arrive at noon on Tuesday for ease of placement.

We are looking forward to receiving your application. If you need further information, feel free to call any one of the Vendor Committee Members at the numbers listed below:

Erika Bozza	(732) 842-4000 x4383	Ryan Kimble	(732) 975-9733 x4#
Jim Butler	(848) 456-4278 x3#	Anna Luiten	(732) 842-4000 x4258
Ann Marie Osnato	(732) 842-4000 x4240		

Sincerely,

Vendor Committee
2018 Monmouth County Fair

MONMOUTH COUNTY FAIR
Main Food & Snack Vendor Checklist

In order to be eligible for the lottery drawing, the following items must be included in your application envelope. Failure to supply any of these items will result in placement on the waiting list for a main food/snack vendor space.

- ❑ Fully completed and manually signed application. Your signature confirms that you have carefully read and understand all of the enclosed information, including the Supplemental Rules and Regulations Governing Exhibitors and Vendors at the Monmouth County Fair. Application must clearly be marked with choices for main food items OR snack items.
- ❑ At least 50% down payment in the form of a certified check or money order for the most expensive space(s) you are requesting (payment made payable to the Monmouth County Board of Recreation Commissioners). NO PERSONAL CHECKS WILL BE ACCEPTED.
- ❑ Current property tax bill or two (2) proofs of Monmouth County residency (if claiming such).
  Acceptable proofs of address:
  - Legible copy of both sides of applicant's valid digital photo driver's license (and copy of letter from NJ Motor Vehicle Commission if applicant had a change of address after address change stickers were no longer issued)
  - Utility bill or credit card bill issued in the past 90 days that shows your name at your current address
  - Checking or savings account statement from a bank or credit union issued in the last 60 days
  - Original lease or rental agreement showing name as the lessee or renter
  - College report card or transcript containing your address issued within the past two years

  Note: P.O. boxes are not accepted as proof of address.
- ❑ Completed Statement of Ownership form.
- ❑ Completed and manually signed "Certification to Prevent Certain Convicted Sexual Offenders Entrance to the Monmouth County Fairgrounds."
- ❑ Legible copy of applicant's current driver's license front and back (Applicant must include copy of letter from NJ Motor Vehicle Commission if a change of address occurred after address change stickers were no longer issued by NJMVC). In addition, if driver's license is not a photo license, you must provide an additional and separate official government issued form of photo identification (such as a passport, County ID, State ID).
- ❑ Legible copy of business' State of New Jersey Sales Tax Certificate of Authority.
- ❑ Freehold Area Health Department Temporary Food Establishment Application and check for $25 made payable to Freehold Township Health Department.
- ❑ Application and all required information must be placed in an envelope clearly labeled with applicant's return address and marked "County Fair – Main Food Application" or "County Fair – Snack Application."

Application envelopes not clearly marked may not reach the Vendor Committee in time for the lottery drawing. Your envelope must reach us via mail or be hand-delivered to Thompson Park Visitor Center, 805 Newman Springs Road, Lincroft, NJ 07738-1695 by 4 PM, Thursday, March 8, 2018. WE NO LONGER ACCEPT HAND-DELIVERED APPLICATIONS OR PAYMENTS ON THE DAY OF THE DRAWING. Applications arriving anywhere else, by any other means, after March 8th will not be included in the drawing.

DRAWING FOR 2018 WILL BE HELD
THURSDAY, MARCH 15, 2018 AT 10 AM
THOMPSON PARK VISITOR CENTER,
805 NEWMAN SPRINGS ROAD, LINCROFT, NJ

MONMOUTH COUNTY FAIR
JULY 25-29, 2018
MAIN FOOD / SNACK APPLICATION

FOR OFFICE USE ONLY
PROG # _____
AMT. DUE _____
AMT. PD. _____
BAL. DUE _____
PD. IN FULL _____

ALL INFORMATION MUST BE COMPLETED FOR SPACE CONSIDERATION

APPLICANT IS (circle two):

* MAIN FOOD APPLICANT **OR** * SNACK APPLICANT

* MONMOUTH COUNTY RESIDENT **OR** * NON-RESIDENT

SERVING FROM:
(must select one)
☐ Tent
☐ Food Trailer
Length _____
☐ Food Truck
Length _____
☐ Other (describe)
_____

Applicant's Legal Name: _____

Business Name: _____

DBA: _____ Home Phone #: _____

Business Phone #: _____ Cell Phone #: _____

Business Address: _____
Street

_____ _____ _____
City State Zip

Applicant's
Home Address: _____
Street

_____ _____ _____
City State Zip

Email Address: _____

MAIN FOOD VENDOR RATES:

Vendor who prepare, package or offer a maximum of three (3) food items on-site for on-premise consumption with or without beverages.
Outdoor Space (no tent provided).

		County Resident	Non-Resident
Area 5 - Row K	**20' x 20'**	**$ 1820**	**$ 2930**
Area 5 - Corner J*	**20' x 20'**	**$ 2565**	**$ 3835**
Area 6 - Row F**	**15' x 30'**	**$ 1850**	**$ 2950**

** FOOD VENDORS OCCUPYING A CORNER SPACE IN OUTDOOR AREA 5 MUST SERVE FROM BOTH SIDES OF BOOTH THAT FACE AISLES.*
***AREA 6 IS DESIGNATED FOR SELF CONTAINED FOOD TRUCKS ONLY*

SNACK VENDOR RATES:

Vendor that sells three (3) types of snack food items and/or beverage. 20x40' spaces can sell (5) items. Outdoor Snack Space (no tent provided).

		County Resident	Non-Resident
S6, S7, S8, S9, S10	**20' x 20'**	**$ 1570**	**$ 2445**
S4*, S5	**20' x 20'**	**$ 1875**	**$ 3055**
S1, S2*	**20' x 20'**	**$ 2800**	**$ 4565**
S3	**20' x 40'**	**$ 3500**	**$ 5700**

** SPACE S2 IS DESIGNATED FOR SELLING SPECIALTY DRINKS AND SPACE S4 IS DESIGNATED FOR SELLING HARD AND/OR SOFT ICE CREAM*

SPACE SELECTION: 1st Choice _____ 2nd Choice _____ 3rd Choice _____ 4th Choice _____

If my selections are not available, I would like (select one) ☐ ANY AVAILABLE SPACE ☐ TO BE PLACED ON WAIT LIST

IMPORTANT NOTE: FOOD VENDORS MUST ACCOUNT FOR THE TOTAL DIMENSIONS OF THEIR UNITS AND EQUIPMENT. NO EXTENSION INTO ADJACENT SPACE WILL BE PERMITTED. A 16' X 16' TENT IS PREFERRED BY THE FAIR COMMITTEE.

MAIN FOOD / SNACK VENDOR SELECTION

*Vendor may apply for both the main food and snack drawing but will **NOT** be chosen for both.*
Items will be assigned in order of preference.

MAIN FOOD ITEMS: Number all items you would like to sell in order of your preference. A total of 3 items will be assigned, 1 item per round. Only ONE of each item type will be allowed in food area 6 and TWO types of each food item are allowed on opposite sides of food area 5. All main food vendors can sell straight, curly, steak, or sweet potato fries; these "non-specialty fries" DO NOT count as a menu item. All main food vendors can sell non-alcoholic beverages (except those listed as snack items), including fresh squeezed lemonade. Self-contained food trucks may sell items not selected in snack drawing.

Calzone & Stromboli _____
Cold Sandwich/Sub _____
Fried Chicken *(nuggets, etc)* _____
Fried Vegetables/Blooming Onion _____
Grilled Chicken _____
Gyros *(beef, chicken or veal)* _____
Hot Dogs/Corn Dogs & Hamburgers *(including vegetarian alternative)* _____
Mexican *(be specific)* _____
Pizza _____
Pulled Pork _____
Ribs *(pork or beef)* _____
Roast Beef / London Broil/Brisket _____
Salads *(be specific)* _____
Sausage & Peppers _____
Seafood *(be specific)* _____
Shish-ka-bob *(on a stick-any meat)* _____
Specialty Fries *(butterfly, etc)* _____
Steaks *(philly, rib eye, etc.)* _____
Stir-fry *(be specific)* _____
Vegan *(be specific)* _____
Other *(can be 1st choice - be specific)* _____
_____

SNACK ITEMS: Number all items you would like to sell in order of your preference. A total of 3 items will be assigned (5 for each 20x40' spaces), 1 item per round. THREE (3) of each snack food will be allowed. There must be two (2) ice cream/frozen yogurt vendors (at least one must sell soft ice cream). Ice Cream vendors can also sell pre-packaged ice-cream.

Cake / Pie _____
Candy / Caramel Apples _____
Chocolate Dipped Fruit _____
Churros _____
Cookies _____
Cotton Candy _____
Crepes _____
Donuts _____
Fruit _____
Fudge Puppies _____
Ice Cream / Yogurt / Milkshake _____
Ice Slushy / Smoothie / Fresh Fruit Drinks *(excluding lemonade)* _____
Italian Ice/ Shaved Ice _____
Kettle corn _____
Nachos _____
Popcorn _____
Pretzels _____
Roasted Nuts _____
Other *(be specific)* _____

Specialty Drinks
Old-Fashioned Soda _____
Specialty/Flavored Coffees _____

Items below can be sold by any main food vendor, if not selected in snack drawing:

Fried Candy *(be specific)* _____
Fried Snack *(be specific)* _____
Funnel Cake _____
Zeppoli _____

PAYMENTS AND SCHEDULES: Vendor selection will be made via lottery on March 15, 2018. No spaces will be assigned unless a completed application packet for space, including a down payment of at least 50% of the total fee for the most expensive space requested, has been received by the Fair Management at 805 Newman Springs Road, Lincroft, NJ, 07738-1695 by **Thursday, March 8, 2018**. Cashier's checks and money orders are to be made payable to: MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS. No personal checks will be accepted. Balance due for all spaces and Certificate of Insurance must be received by Fair Management no later than June 1st. Failure to remit the balance by June 1st may result in a forfeiture of the down payment and the space reserved.

THE UNDERSIGNED HEREBY APPLIES FOR MAIN FOOD OR SNACK VENDING SPACE AT THE MONMOUTH COUNTY FAIR AND HAS READ AND FULLY UNDERSTANDS THE ENCLOSED RULES AND REGULATIONS GOVERNING VENDORS AT THE MONMOUTH COUNTY FAIR AND AGREES TO ACCEPT WITHOUT OBJECTION ALL THE TERMS AND CONDITIONS AS STATED.

SIGNATURE: _____ DATE:_____

Statement of Ownership

All exhibitors/vendors applying for space at the Monmouth County Fair must submit a statement setting forth the names and addresses of all stockholders in the corporation or partners in the partnership, who own ten percent (10%) or more of its stock, of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporations' stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. This disclosure shall be continued until the names and addresses of every non-corporate stockholder, and individual partner exceeding the ten percent (10%) ownership criteria have been listed. If no stockholder owns more than ten percent (10%), note by stating "None".

Name of Business: _____

Business Address: _____

City/State/Zip: _____

Form of Business (check one): ❑ Individual ❑ Corporation ❑ Joint Venture
❑ Partnership ❑ Other (specify) _____

The applicant declares and submits that herein below are the names and legal addresses of all persons and entities that have a 10% or greater interest in the business applying for space.

	NAME	ADDRESS
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Attach additional sheets if needed and check here ❑

I certify that (check one):

❑ The list of persons named above is current and correct to the best of my knowledge.

OR

❑ There are no persons or entities that have a 10% or greater interest in the business applying for exhibitor/vendor space to the best of my knowledge.

_____ _____
Applicant's Signature Date

_____ _____
Print/Type Applicant's Name Title

CERTIFICATION TO PREVENT CERTAIN CONVICTED SEXUAL OFFENDERS ENTRANCE TO THE MONMOUTH COUNTY FAIRGROUNDS

This certification is to be filled out by the applicant/person entering into contract with the Monmouth County Park System in the capacity as a (check one):

_____ vendor/exhibitor _____ sponsor _____entertainer _____ rides/games _____ demonstrator

The applicant is solely responsible for all that is contained herein.

Reference is made to Monmouth County Board of Chosen Freeholders Resolution 05-815 Prohibiting Certain Sexual Offenders From Using Monmouth County Facilities Where Children Commonly Gather which is incorporated herewith and made a part of this Certification (see attached):

I , _____, of full age, by way of certification in lieu of oath, deposes and says:

1. I am not a person over the age of 18 who has been convicted of any crime against a minor as listed in N.J.S.A. 2C: 7-2, or convicted of a similar crime under the statutes of any other state or nation and who as a result of said conviction is required to register with proper authorities pursuant to N.J.S.A. 2C: 7-1 et seq., or required to register with any other state or national authorities.

2. I will not allow any person over the age of 18 who has been convicted of any crime against a minor as listed in N.J.S.A. 2C: 7-2, or convicted of a similar crime under the statutes of any other state or nation, and who as a result of said conviction is required to register with the proper authorities pursuant to N.J.S.A. 7C: 7-1, et seq., or required to register with any other state or national authorities, to work at the Monmouth County Fair.

3. I will inform all those over the age of 18 who want to work at the Monmouth County Fair that anyone who has been convicted of any crime against a minor as listed in N.J.S.A. 2C: 7-2, or convicted of a similar crime under the statutes of any other state or nation, and who as a result of said conviction is required to register with the proper authorities pursuant to N.J.S.A. 2C: 7-1 et seq., or required to register with any other state or national authorities, that the penalty for trespassing onto the physical boundaries of any County Facility shall be punishable by a fine not to exceed $200 and/or imprisonment for a term not to exceed 90 days pursuant to N.J.S.A. 40: 24-2.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

_____

Legal Name **(Please Print)**

_____ Date: _____

Legal Signature

Note: The above certification refers to certain convicted sex offenders over the age of 18 who are registered as tier 2 or tier 3 offenders under Megan's Law. All persons entering into contract with the Monmouth County Park System must check all potential Monmouth County Fair workers through the New Jersey State Police Megan's Law website at http://www.state.nj.us/lps/njsp/info/reg_sexoffend.html. For websites in other states, refer to www.klaaskids.org.

Freehold Township Health Department

1 Municipal Plaza, Freehold, NJ 07728

Telephone: (732) 294-2060

Fax: (732) 462-2340

Margaret B. Jahn, MS, MPH

Director

Fee: $25.00

TEMPORARY FOOD LICENSE PROCEDURES& APPLICATION

Vendors' Business Name:		**Phone #:**	
Address:		**E-mail:**	

Event Details	
Name of Event:	**Date & Time of Event:**
Location:	**Owner's Name:**

New Jersey State Law mandates that certain food handling procedures be adhered to at all times. Foods must be obtained from approved sources and may not be prepared in a private home. Both hot and cold foods must be held and served within prescribed temperature limits. Bare hand contact with "Ready to Eat" foods Is prohibited and Proper employee hygiene must be observed. Proper food preparation, transportation and on site holding procedures are all vital toensuring a safe event.

As such the Freehold Area Health Department, in accordance with existing local ordinance requires that all participants obtain a temporary retail food license to cover your operation.

Please provide us with the following information:

1. Full menu with particular attention to any items which require temperature control and/or are "potentially hazardous".

1)	2)
3)	4)
5)	6)
7)	8)

2. Proper washing, rinsing and sanitizing of equipment, especially food contact surfaces is required. Where is your product stored when not on site? Where is ware washing performed? Where is your equipment stored when not in use? (Facility name, address and phone number)

3. What is the source of your food products? How will your products be transported to the site? Will the product be transported cold and prepared on site or will it be precooked at an offsite location and transported hot to the site?

4. What arrangements will you have to ensure the product remains within acceptable temperatures **during transportation to and from the event?** (All cold food must be less than **41 degrees F**. All hot food must be **135 degrees F or above**.)

TEMPORARY FOOD LICENSE PROCEDURES& APPLICATION

5. What arrangements will you have to ensure the product remains within acceptable temperatures **while on site** during the event? How will you properly**reheat** any products that may fall below 135 degrees during the course of the event? **(Temperature abused products which cannot be reheated to 165 degrees for 15 seconds will be embargoed/destroyed.) Sharing of critical equipment is unacceptable. You must be appropriately equipped to properly conduct your operation**

6. Muscle meats, pork and fish must be cooked to an internal temperature of 145 degrees for 15 seconds. Comminuted (ground) meats (hamburger for example) must be cooked to an internal temperature of 145 degrees for 3 minutes, **or** 150 degrees for 1 minute **or** 158 degrees for 1 second. Will a **thin probe stem type thermometer** be available so that you may monitor cooking and holding temperatures during the course of the event?

7. What type of measures do you intend to employ to ensure that the product is protected against potential customer contamination, insects and dirt or dust contamination while on site?

8. As per the revisions to the code effective January 2, 2007, bare hand contact with "Ready to Eat" foods is now prohibited. Are gloves appropriate for your operation and will they be available for proper handling of ready to eat foods? What measures will you employ to minimize cross contamination between raw and cooked or "Ready to Eat" products?

9. Hand washing is one key component in reducing the transmission of bacteria and minimizing potential cross contamination between raw items, cooked and "Ready to Eat" foods. What type of measures will you employ to provide for employee's hand washing facilities at your specific site?

10. Will a source of water for cleaning be available? Describe source of water, if available.

11. How will you wash, rinse and sanitize any equipment and/or utensils which become soiled during the event?

NOTE: This office reserves the right to issue further requirements based upon the nature of the proposed operation, in accordance with N.J.A.C. 8:24.

PLEASE RESPOND IN WRITING TO THIS OFFICE NO LATER THAN 7 DAYS PRIOR TO THE EVENT

A complete copy of the new regulation is available for your convenience at the NJ Department of Health & Senior Services website: http://www.state.nj.us/health/eoh/foodweb. *If you have any questions to this matter please feel free to contact this office*

MONMOUTH COUNTY FAIR

VENDOR INSURANCE INSTRUCTIONS

Below are the insurance requirements that affect all vendor/exhibitor permit holders at the Monmouth County Fair. These regulations require your close review and attention.

1. All exhibitors and vendors selected to participate in the Monmouth County Fair must have **Commercial General Liability Insurance** and **Employers' Liability** at limits shown on the sample certificate, in addition to **Statutory Workers Compensation** as required by New Jersey law. Any vendor or exhibitor that permits Fair visitors to have contact with or enter into vehicles (ex. food vendors serving from vehicles) will also be required to show proof of coverage for **Automobile Liability Insurance** for any auto with $1,000,000 combined single limit for each accident. All such coverage shall be effective for the duration of the Fair, including set-up, operation, and until such time as the vendor has removed all property from the premises.

2. It is **very important** that the County of Monmouth, the Monmouth County Board of Recreation Commissioners, and their employees and agents are named as additional insured on permit holder's commercial general liability policy by endorsement. Please see sample on back for exact language required. Your insurance policy will not be accepted unless the "County of Monmouth" as stated on the sample is named as additional insured.

3. Insurance certificates must be sent **DIRECTLY FROM THE INSURANCE AGENCY** to Fair Management via one of the following methods **ON OR BEFORE JUNE 1st**:

Mail: Monmouth County Park System
Attn: Fair Vendor Committee
805 Newman Springs Road
Lincroft, NJ 07738
Fax: Thompson Park Visitor Center (732) 842-4558
Email: erika.bozza@monmouthcountyparks.com

UNDER NO CIRCUMSTANCES WILL ANY EXHIBITOR OR VENDOR BE PERMITTED TO SET UP AND/OR OPERATE ON THE FAIRGROUNDS WITHOUT VALID COMMERCIAL GENERAL LIABILITY INSURANCE IN EFFECT.

SEE REVERSE SIDE FOR SAMPLE OF INSURANCE CERTIFICATE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

	CONTACT NAME:
	PHONE (A/C, No, Ext): / FAX (A/C, No):
	E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE / NAIC #
	INSURER A :
INSURED Name of permit holding business/organization Address Town/City, State ZIP Telephone Number	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	X COMMERCIAL GENERAL LIABILITY	X					EACH OCCURRENCE	$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						X PER STATUTE ☐ OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐	N / A					E.L. EACH ACCIDENT	$ 500,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The County of Monmouth, the Monmouth County Board of Recreation Commissioners, and their employees and agents are hereby named as additional insured on permit holder's commercial general liability policy by endorsement.
Event Name: Monmouth County Fair
Event Location: East Freehold Showgrounds, Freehold, NJ

CERTIFICATE HOLDER

Monmouth County Park System
805 Newman Springs Road
Lincroft, NJ 07738

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

SAMPLE

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SUPPLEMENTAL RULES AND REGULATIONS GOVERNING EXHIBITORS AND VENDORS AT THE MONMOUTH COUNTY FAIR AS ADOPTED BY THE MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS ON MONDAY, DECEMBER 7, 2015, BY RESOLUTION NO. R-15-12-7=452

I. PURPOSE OF THE MONMOUTH COUNTY FAIR

A. To provide a showcase for county agriculture, agricultural related businesses, businesses, industries, agencies, natural resources and historical heritage of Monmouth County.

1. Exhibit and vending areas at the Monmouth County Fair are established as public attractions.

2. Exhibitors and vendors participating in the Monmouth County Fair have the opportunity to display, promote and/or sell their respective items, products, and services to the public.

B. To portray the rich and varied lifestyle which Monmouth County offers to its residents.

C. To present the values of agriculture in Monmouth County and accomplishments of Monmouth County's 4-H Program to the public.

D. To provide the public with a recreational experience in a family oriented, country atmosphere.

II. DEFINITIONS

A. Fair - the Monmouth County Fair, being the annual event designated by the Monmouth County Board of Recreation Commissioners to accomplish the aforementioned purposes.

B. Fair Management – the Monmouth County Board of Recreation Commissioners and their designees who shall be responsible for the planning, operation, administration, control and coordination of all functions relating to the Monmouth County Fair.

C. Fairgrounds – any and all areas of land designated and approved by the Fair Management to be utilized and occupied in operating the Monmouth County Fair.

D. Exhibitor – any individual, group, organization or business assigned a designated space/booth to engage in organized communication with Fair visitors in person and/or through displays, posters, leaflets, sale of goods and services, films, recordings, television or any other medium.

E. Vendor – any individual, group, organization, or business assigned a designated space/booth to engage in direct over-the-counter sales of goods, services, food or beverages at the Fair.

III. CLASSIFICATION OF EXHIBITORS AND VENDORS

The Fair Management shall be the sole judge in determining the classification of any given exhibitor or food vendor.

For the purpose of these rules and regulations, reservations and the collection of fees, an exhibitor or vendor shall be classified as follows:

A. **Commercial Exhibitor** – any exhibitor engaged in selling or attempting to sell goods or services for personal or corporate profit.

B. **Artist/Craftsperson** – any exhibitor displaying or selling hand-made original works.

C. **Non-Profit Exhibitor** – any exhibitor providing a public service and supported by donations, membership dues, or fund-raising activities and who exhibits for the purpose of attempting to raise funds.

D. **Government Exhibitor** – any exhibitor engaged in public service activities and funded primarily through tax revenues.

E. **Food Vendor** – any individual group, organization, or business engaged in the sale or offering of food or beverage. Five (5) classes of food vendors are established based upon the following:

1. Main Food Vendor – vendors who prepare, package or offer items on-site for on-premise consumption and/or vendors who serve a beverage. Examples of this include, but are not limited to, the following: fried/grilled chicken, gyros, hot dogs, hamburgers, pizza, steaks, and seafood.

2. Snack Food Vendor – vendors who prepare, package, or offer snack food items on-site for on-premise consumption and/or vendors who serve a beverage. Examples of this include, but are not limited to, popcorn, roasted nuts, frozen dessert (ex. ice cream, Italian ice), flavored coffees, fresh fruit cups, pretzels, funnel cake, fried candy, and fried snack foods (ex. oreos).

3. Pre-packaged Food Vendor – vendors who sell ingestible items in pre-packaged, sealed wrappers/containers. Examples of ingestible items include, but are not limited to, the following: confections, candy, chewing gum, nuts and seeds, dried fruits, freeze-dried foods, baked goods, honey, health foods, and vitamins.

4. Farm Produce Vendor – vendors who sell fresh farm produce for off-premise consumption only.

5. Free Sample Vendor – any exhibitors who offer only free samples of a food product or beverage.

IV. ADDITIONAL CLASSIFICATIONS

A. Public Issues Area

Area, on or adjacent to fairgrounds, where an individual, group or organization may be granted permission, upon receipt of Application/Permit for Public Assembly/ Demonstration and/or other constitutionally protected activities to hold an event as provided for under the First Amendment to the United States Constitution. Anyone granted said permission shall fully comply with the conditions governing public assembly or permission will be immediately revoked.

B. Subsidized Exhibits

1. Each year the Fair Management may designate specific areas within the Fairgrounds for use only by exhibitors who qualify under the criteria set forth by the N. J. Department of Agriculture whereby subsidies for said exhibits are given to the Fair by the department.

2. Qualifying exhibitors may be exempted from the space allocations set forth elsewhere.

3. Qualifying exhibitors may be entitled to a reduced fee for their exhibit space.

4. Qualifying exhibitors shall abide by all other rules and regulations governing exhibitors in the Fair.

C. Agrarian Exhibits

1. Each year the Fair Management may designate specific areas within the Fairgrounds for use only by exhibitors having products or services that are agrarian in nature.

2. Agrarian exhibits may be exempted from the space allocations set forth elsewhere.

3. Agrarian exhibitors who do not qualify as a subsidized exhibit shall not be entitled to a reduced fee for their exhibit space.

4. Agrarian exhibitors shall abide by all other rules and regulations governing exhibitors in the Fair.

V. EXHIBIT AND VENDING SPACES

A. Specific, designated areas within the Fairgrounds are established for use by exhibitors and vendors who have obtained a permit for their activity. Exhibitors and vendors may only set up their operations in areas of the Fairgrounds so designated by the Fair Management.

B. Specific units of space are defined within each designated exhibit and vending area of the Fairgrounds. These spaces are either under tent cover or outdoors with no cover.

C. All exhibitors and vendors shall restrict their sales, solicitations, promotional activities and devices, signs, posters, and handouts to be within the specific, designated unit of space to which they have been assigned. No extension into adjoining spaces or areas is permitted.

D. All exhibitors and vendors shall be restricted to spaces so designated for each purpose. Exhibitors wishing to combine exhibitor classifications in your exhibit space will be charged at the highest rate of said classifications. (Example: if combining a crafter and commercial classification, you will be charged at the commercial rate and all commercial requirements must be met.)

E. No exhibitor or vendor shall be given exclusive rights by the Fair Management to be the sole distributor, agent or vendor of a particular item, product or service at the Fair. The Fair Management shall limit the physical location of two (2) exhibitors or vendors having the same or similar item, product or service to be a minimum of 10 feet apart from each other in any direction, so that said exhibitors or vendors shall not be directly adjacent to one another.

1. Commercial Exhibits:

   a. The total number of spaces that are allocated to commercial exhibitors having same or similar type of goods and services shall be limited as follows:

      (1) Jewelry (which excludes hand crafted items) – Not more than five (5) exhibitors shall be allowed.

      (2) Novelties (small, mass produced, prepackaged items such as toys, trinkets, practical jokes, inflatables, glow in the dark items, etc.) - Not more than five (5) exhibitors shall be allowed.

      (3) General merchandise (three or more kinds of dissimilar items) – Not more than five (5) exhibitors shall be allowed.

      (4) T-Shirts/Clothing – Not more than five (5) exhibitors shall be allowed.

      (5) Political Parties – Not more than three (3) exhibit spaces shall be designated and set aside for political parties.

      (6) Other Categories of Goods & Services – Not more than three (3) exhibitors providing the same goods and/or services shall be allocated.

   b. Not more than two (2) designated exhibit spaces under tent cover shall be allocated to any one (1) given commercial exhibitor and both spaces shall adjoin one another.

      NOTE: The Fair Management may waive the allocations described above in paragraph b when unusual and justifiable circumstances arise that would warrant additional adjoining space.

2. Non-Profit Exhibits:

   a. The total number of non-profit exhibit spaces that are allocated at a reduced fee shall be limited to not more than ten (10) exhibit spaces and placement limited to under tent cover only.

   b. Not more than one (1) designated exhibit space under tent cover shall be allocated at a reduced fee to any one (1) given non-profit organization.

   c. To qualify as a non-profit, exhibitors must furnish Fair Management with a signed and notarized County of Monmouth Board of Recreation Commissioners Organization Non-Profit Status Affidavit.

3. Artist/Craftsperson:

   a. Allocate at least ten percent (10%) of all the designated exhibit space for artists/craftspersons.

b. Space is available only to these artists and craftpersons displaying or selling original works. No commercially purchased merchandise, kit work, artwork, copies, numbered paintings, or edible products will be allowed.

c. To qualify as an artist/craftsperson, you must submit a minimum of three (3) photographs of your work with your application. Fair Management reserves the right to deny entry to any applicant whose work is deemed to be inconsistent with the stated purpose of the Fair or remove any vendor not displaying their own originally crafted works.

4. Government Exhibits:

a. The Fair Management will, prior to vendor/exhibitor selection, designate no more than five (5) spaces to be allocated free of charge to government agencies.

b. The Monmouth County Fair Management will designate a special area under tent cover to showcase governmental services provided by Monmouth County. Monmouth County Government agencies wishing to be placed in other spaces under tent cover will be charged the non-profit rate for that space (note: such space can ONLY be designated "aisle x"). Any designated exhibit space utilized by the Monmouth County Park System shall not be included in any of the allocations and conditions set forth above.

5. Food Vendors:

a. Not more than one (1) designated Main or Snack Food vending space may be allocated to any one (1) given food vendor (individual, company, corporation, association, etc.).

b. All food vendors shall be restricted to vending space so designated for that purpose. The allocations of food vending spaces that are made by the Fair Management shall be based upon the following:

(1) Main Food - The total number of main food vending spaces in which the same food items or products are sold shall be limited to not more than one (1) space in Area 6 and one (1) space per side of Area 5. Area 6 is designated for self-contained food trucks only. A maximum of three (3) menu items will be allowed per main food vendors. All main food vendors can sell straight, curly, steak, or sweet potato fries; these "non-specialty fries" DO NOT count as a menu item. All vendors can sell non-alcoholic beverages (except those listed as snack items), including fresh squeezed lemonade.

(2) Snack – The total number of snack food vending spaces in which the same food items or products are sold shall be limited to not more than three (3) spaces. Snack food vendors shall sell only three (3) types of snack food items and/or beverage, with the exception of any designated 20' x 40' snack space which may sell five (5). There must be two (2) ice cream/frozen yogurt vendors (at least one must sell soft ice cream). An ice cream vendor can also sell pre-packaged ice cream.

(3) Pre-packaged Food – At least three (3) spaces shall be designated under tent cover for pre-packaged food vendors. Each wrapper/container shall clearly show the registered trade name for the item(s) within. All of the rules and regulations set forth for commercial use of designated exhibit spaces under tent cover shall apply.

(4) Farm Produce – Farm produce vendors shall be permitted to occupy designated exhibit spaces outdoors. All of the rules and regulations set forth for commercial use of said spaces shall apply.

(5) Free Sample – Free sample vendors shall be permitted to occupy designated exhibit spaces under tent cover. All of the rules and regulations set forth for commercial use of designated exhibit spaces under tent cover shall apply. Free samples shall not exceed two (2) ounces liquid measure or be greater than a bite-size portion per recipient.

F. The Fair Management may adjust the allocation of exhibit and vending spaces if it is deemed to be in the best interest of the Fair.

VI. APPLICATIONS FOR SPACE

A. A permit is required from the Fair Management for the use of any exhibit or vending space. The permittee, 18 years or older, shall first submit an Application for Space, the appropriate fee to the Fair Management, plus any other submission required in the agreement.

B. Only one application for exhibit/vending space may be submitted per household, individual, company, corporation, association, etc. If more than one application is submitted, both applications will be null and void and applicant will forfeit the opportunity to participate in the Monmouth County Fair. Food vendors may apply for both food and snack spaces, but can only be accepted for one space.

C. Exhibitors and Vendors shall submit an Application for Space, either for food or non-food space(s), whichever applies. Said Applications shall be completed in all parts by the applicant. In particular, applicants shall itemize specifically all of the items, products and/or services they intend to sell, exhibit or promote.

D. All Applications for Space shall be manually signed and dated by the applicants or their agents. Applications for Space that are not manually signed and dated by the applicant will be returned along with any payments.

E. All Applications for Space shall be accompanied with the appropriate fee(s) for the space(s) requested by the applicant, made payable to the Monmouth County Board of Recreation Commissioners. Any checks that are not covered by sufficient funds will be returned. If said check is for initial payment, vendor will lose reserved space and not be allowed to participate in the Fair for that year. If said check is for final payment, vendor will lose reserved space, will not be refunded initial payment, and will not be allowed to participate in the Fair for that year.

F. All payments for main food and snack food spaces **MUST** be in the form of a certified check or money order. No personal checks shall be accepted as payment for these spaces. If selected, balances may be paid by credit card.

G. Monmouth County residents shall be charged a reduced exhibit/vending rate. County rate status is defined:

1. A domicile resident of Monmouth County and the principal owner/operator of the applying business. Applicant claiming domicile residence in Monmouth County must provide a current property tax bill or two (2) other acceptable proofs of residence as follows:

   a. Legible copy of both sides of applicant's valid digital photo driver's license.
   b. Utility bill or credit card bill issued in the past 90 days that shows your name at your current address.
   c. Checking or savings account statement from a bank or credit union issued in the last 60 days.
   d. Original lease or rental agreement showing name as the lessee or renter.
   e. College report card or transcript containing your address issued within the past two years.

   Note: P.O. boxes are **not** accepted as proof of address.

2. A current tax-paying Monmouth County property owner and the principal owner/operator of the applying business, but not a domicile resident. Applicant owning property in Monmouth County but not a domiciled resident must provide current property tax bill.

3. A business located and operated in Monmouth County, which is applying for space to promote that same business. Applicant who is not covered under # 1 and # 2, but whose business is located in Monmouth County, must provide a copy of current annual lease for said business. This business must be the same one for which application is being made.

H. All exhibitor/vendor applications must include a legible copy of the front and back of the applicant's driver's license. If the license is not a photo license, a separate form of official government issued photo identification, such as a passport, must be included. The applicant's name must match exactly with the non-photo driver's license and one form of photo identification.

I. Applicant must sign and return the Certification to Prevent Certain Convicted Sexual Offenders Entrance to the Monmouth County Fairgrounds.

1. In accordance with Monmouth County Board of Chosen Freeholders Resolution 05-815 <u>Prohibiting Certain Sexual Offenders from Using Monmouth County Facilities Where Children Commonly Gather:</u>
   Any applicant who allows any person over the age of 18 who has been convicted of any crime against a minor as listed in N.J.S.A. 2:C7-2, or convicted of a similar crime under statutes of any other state or nation, and who, as a result of said conviction, is required to register with proper authorities pursuant to N.J.S.A. 2C: 7-1, et seq., or required to register with any other state or national authorities, to work at the Monmouth County Fair, shall have their permit and/or contract to work at the Monmouth County Fair revoked by Fair management, shall vacate the Fairgrounds immediately upon notice of violation of this rule and shall not be issued a refund or reimbursed for services rendered.

2. All prospective workers shall be checked against the records at the New Jersey State Police Megan's Law website http://www.state.nj.us/lps/njsp/info/reg_sexoffend.html for New Jersey sex offenders and out of state residents should be checked against records at www.klaaskids.org listed under their perspective state.

J. When applicable, each exhibitor/vendor must attach a copy of the State of New Jersey Sales Tax Certificate of Authority to the Application for Space. Only one vendor per NJ Sales Tax Certificate will be permitted to apply for an exhibit/vending space.

K. All Main and Snack Food vendors must complete and submit a Statement of Ownership form.

L. All Main and Snack Food vendors must complete and submit a Freehold Health Department Temporary Food Establishment Application, along with a check for the appropriate payment made payable to Freehold Township Health Department.

VII. LOTTERY DRAWING PROCEDURE

A. Each year a specific date shall be established by the Fair Management on which reservations and the issuance of permits shall begin for exhibitor and vendor space in the Fair. No later than ten days prior to the date, time and place which the lottery drawing is scheduled to occur, a public notice shall be placed in local newspapers announcing this date, time and place and identifying where information and application packets can be obtained for vendor spaces.

B. The Fair Management, in care of the Monmouth County Park System, shall accept applications and payments of exhibits and vending space in the Fair each year. Non-food vending space will be drawn regardless of residential status. Of initial applications, 50% of food vending space shall be allocated to Monmouth County residents.

C. Envelopes that contain applications and payments for space shall be so designated on the outside of said envelope. A return address shall also appear on the outside of said envelope.

D. Envelopes containing applications and payments for space that are received by the Fair Management on or before the designated assignment date are numbered and a corresponding ticket is placed in a rotating drum. On the designated assignment date, said tickets are drawn by random lottery and matched to their corresponding numbered envelope. All tickets are drawn at random and the corresponding applicant is placed according to the space preferences indicated on the application. Completed applications received after the designated assignment date are numbered in the order received and are assigned a space, if available. If no space is available, the applicants shall be placed on a designated waiting list.

E. After all applications have been drawn, selected main food and snack vendors shall select their first main food/snack item based upon the order in which they were drawn. (Please note: "OTHER" category can be used as a 1st choice for main food vendors as long as the vendors are specific with their menu request. "Other" will not be considered as a choice if items are not described on the application.) Second items shall be chosen in reverse order and third choice in the original order. The vendor shall have a 3 minute time limit to make selections.

F. Incomplete applications shall be placed on the waiting list.

VIII. EXHIBITOR AND VENDOR WAITING LISTS

A. Exhibitors and vendors who express a desire to participate in the Fair after all of the relevant designated spaces have been allocated shall be placed on a waiting list, to be contacted by the Fair Management in the event of a cancellation or vacancy of said space(s).

B. The name, address and telephone number of those requesting space and the date and time of said request shall be recorded by the Fair Management. The relevant type of goods and/or services shall also be noted.

C. Whenever a cancellation or vacancy of designated space occurs in an exhibit or vending classification, those who are on the waiting list for said space shall be contacted, in order, based upon the following:

1. Monmouth County residents or agents having goods or services that have not reached allocation limits.

2. New Jersey residents or agents having goods or services that have not reached allocation limits.

3. Monmouth County residents or agents having goods or services that are being the least represented in the Fair.

4. New Jersey residents or agents having goods or services that are being the least represented in the Fair.

5. Out-of-state residents or agents having goods or services that have not reached allocation limits.

6. Out-of-state residents or agents having goods or services that are being the least represented in the Fair.

NOTE: The Fair Management shall endeavor to provide as many different types of exhibits and vendor items for the public as possible. The six (6) priorities stated above are in keeping with said endeavor.

IX. PAYMENTS FOR SPACE

A. Each year, down payments to reserve exhibitor/vending space at the Fair must accompany the Application for Space. All exhibitors and vendors who have made down payments to reserve space at the Fair shall submit the balance due for said space according to the schedule established by the Fair Management each year and stated on the Application for Space.

B. Failure by any exhibitor or vendor to remit the balance due for space on or before the aforementioned dates shall result in the forfeiture of payment(s) made and the space(s) reserved without recourse.

C. Payments for exhibit and vending space(s) at the Fair, with the exception of Main and Snack Food vendors, shall be made by check or money order made payable to the Monmouth County Board of Recreation Commissioners. All payments for Main and Snack Food spaces MUST be made in the form of a certified check or money order. After acceptance, balances may be paid by credit card.

X. INSURANCE REQUIREMENTS

A. All vendors and exhibitors who are accepted each year to participate in the Fair shall submit the required proof of commercial general liability insurance, including products liability, workers compensation and employers' liability insurance, with all particulars, to the Fair management directly from the insurance agency on or before June 1st of the year of the Fair. The types of coverage and limits shall be in accordance with the sample certificate of insurance furnished to the permit holder in the Application for Space packet.

B. In addition, any vendor or exhibitor that permits Fair visitors to have contact with or enter into vehicles (ex. food vendors serving from vehicles) will be required to show proof of coverage for automobile liability insurance in the amount described in the Application for Space packet.

C. The County of Monmouth shall be named as the additional insured on said vendor's or exhibitor's commercial general liability policy and in the Description of Operations it shall state "The County of Monmouth, the Monmouth County Board of Recreation Commissioners, and their employees and agents are hereby named as additional insured on permit holder's commercial general liability policy by endorsement."

D. All such coverage shall be effective for the duration of the Fair, including set-up, operation, and until such time as the vendor has removed all property from the premises.

E. The County of Monmouth, through the Monmouth County Board of Recreation Commissioners, shall be provided with at least 30 days' written notice of cancellation or non-renewal of any policy or endorsement. Said notice shall be made immediately whenever a cancellation or non-renewal is made less than 30 days before the Fair officially begins.

XI. VENDOR RESPONSIBILITIES & CONDITIONS OF EXHIBITOR/VENDOR SPACE

A. All exhibits, displays and vendor concessions shall remain set up, and in full operation for the entire duration of the Fair. Exhibitors and vendors will be visibly present in their space(s) and be available to answer all questions. Exhibitors and vendors who do not comply or who are absent from their assigned space(s) during the designated Fair hours of operation may have their permit(s) revoked by the Fair Management. There shall be no refund for a revoked permit.

B. Exhibitors are only permitted to sell and/or display items that have been indicated on their application and approved by Fair Management. If an exhibitor is selling or displaying an item that has not been approved, Fair Management may ask the exhibitor to remove the item from their space. If the exhibitor does not cooperate, Fair Management may revoke the permit for the space.

C. PROHIBITED ITEMS

1. No alcoholic beverages or controlled substances shall be sold, consumed or possessed on the Fairground by any exhibitor or vendor or their agents and employees. The sale of tobacco products shall not be allowed on the Fairgrounds.

2. All exhibitors and vendors shall be prohibited from selling, distributing or possessing fireworks of any kind, items that explode upon percussion (caps, "bang torpedoes", stink bombs, etc.), firearms, toy guns of any kind, knives of any sort, martial arts paraphernalia, flammable sprays, super soaker type water guns, silly string spray or any items intended to inflict bodily harm or discomfort. Any other products that are judged by the Fair Management to be undesirable for the best interest of the Fair shall not be allowed.

3. Animals that are not an integral part of an exhibit shall not be allowed on the Fairgrounds. Fair Management must be notified at the time of acceptance to Fair and must give approval if any animal is to be a part of an exhibit.

4. Exhibitors promoting free vacations, time-share vacations or opportunities, or similar services shall not apply for a permit to participate in the Fair.

5. No counterfeit products shall be permitted to be sold at the Fairgrounds. Selling counterfeit products shall be cause for your permit(s) for space to be revoked and the vendors shall be escorted off the fairgrounds.

6. Any procedure that causes the piercing of a person's skin shall not be allowed. This includes such procedures as ear piercing and permanent tattooing.

7. No trailers are permitted under tent cover.

8. Smoking shall not be permitted in any vending space, food or commercial areas.

9. Cooking is not permitted in any commercial space at any time.

10. All cylinders/tanks containing flammable/combustible compressed gas, used for any exhibit or vending purposes, shall be prohibited from being located under tent cover.

11. Helium-filled balloons and other helium-filled devices may not be displayed, sold or given away or released from the Fairgrounds.

12. No beverages may be served or sold in glass containers. However, vendor may pour beverages from glass containers into paper cups. Beverages may be served in aluminum cans, plastic bottles or paper cups. No Styrofoam of any kind will be allowed on the Fairgrounds.

13. Any items that are deemed to be inconsistent with the stated purpose of the Fair as determined by Fair Management.

D. All exhibitors and vendors shall be subject at all times to inspection by the Fair Management as to the proper and legal conduct of the business, activity or display for which a permit has been issued. The Fair Management reserves the right to require Exhibitors and Vendors to remove from their displays any item(s) judged to be inappropriate for or offensive to a family theme. The Fair Management shall be the sole judge, with power to annul an exhibitor's or vendor's permit immediately, without recourse, when in the best interest of the operation of the Fair.

E. All space(s), for which a permit has been issued, shall be used by the applicant/organization. No other group, individual shall be permitted to utilize said space(s). No permit for space(s) shall be sold, transferred, sublet or assigned by any exhibitor or vendor.

F. All exhibitors and vendors shall provide their own tables, chairs, set-up materials, tools, electrical extension cords, hoses, backdrops, side drops, and display lighting as needed.

G. All structures, backdrops, side drops or components that are erected within a designated exhibit or vending space shall be free of splinters and sharp or jagged edges. The total height of any exhibit and/or structure erected within any exhibit area under tent cover shall not exceed eight (8) feet in height unless written approval has been granted in advance by the Fair Management. All construction materials used shall be of high quality. All designated exhibit and vending spaces shall be visually aesthetic. No signs, posts, equipment, or ropes may be attached to the Fair tent posts, canopy, or supports. The Fair Management shall be the sole judge in determining whether or not these conditions have been met.

H. All tents personally provided by the selected vendor shall be capable of being set-up so that all components of the tent and tent anchoring system are within the allotted space. All tents shall be flame retardant and have a sewn in legible label stating such.

I. No exhibitor or vendor shall be permitted to remain overnight on the Fairgrounds, except by advance permission of the Fair Management in areas so designated for this purpose. It shall be the responsibility of each exhibitor and vendor to arrange for their own lodging.

J. Each day of the Fair all exhibitors/vendors shall vacate the Fairgrounds by midnight except for Sunday night. On Sunday, all exhibitors/vendors shall vacate the Fairgrounds by 8pm.

K. No exhibit, display or vendor concession shall be dismantled or taken from the Fairgrounds until the designated closing hour on the last day of the Fair.

L. All exhibitors and vendors shall keep their assigned space (s) in a neat, clean and sanitary condition at all times by removing all debris, litter, and refuse and depositing the same in containers provided for this purpose.

M. Posted signs shall be legible and done in a professional manner. Fair Management shall be the sole judge in determining whether or not signs are acceptable.

N. All audio devices, players and/or equipment used by an exhibitor or vendor shall be kept at a low enough volume level so as not to disturb or interfere with any adjacent exhibitors or vendors. No radio or television broadcasts shall be permitted at exhibitor or vendor spaces. No band performances will be permitted in exhibitor or vendor spaces.

O. All exhibitors displaying gasoline/diesel-fueled machinery/equipment shall have no fuel in the tanks and shall disconnect/remove batteries so as to prevent the starting of said machinery/equipment, unless written approval to do otherwise has been granted by the Fair Management.

P. Employees of the Monmouth County Park System and members of their immediate household are not permitted to engage in any profit-making activity located at the Fair.

Q. Any exhibitor or vendor who does not comply with the rules and regulations governing the use of exhibit and vending space at the Fair may have his/her permit(s) revoked by the Fair Management and may also be denied exhibit or vendor space at future Fairs.

R. PASSES

1. Each exhibitor and vendor shall be entitled to receive a limited number of Exhibitor Entrance Passes at no charge to be provided to those who are actively engaged in operating the assigned exhibit or vending space(s) and require entrance during operating hours of the Fair. It is the sole responsibility of the exhibitor/vendor to distribute the passes amongst their workers/staff. Exhibitor Passes used by persons to enter the Fair for any other reason shall be surrendered immediately and full entrance payment will be required.

2. Requests by an exhibitor or vendor for any additional Exhibitor Entrance Passes shall be considered upon written request. Said written requests, along with any fees for the additional passes, shall be submitted to the Fair Management, in care of the Monmouth County Park System, no later than 10 days before the Fair officially begins.

3. Each exhibitor and vendor shall be entitled to one (1) Vehicle Pass, which will permit access to the designated exhibitor parking area on the Fairgrounds at the Center Street entrance. All other vehicles must park in the free general parking areas.

4. Any vendor/exhibitor having an unauthorized reproduction of an exhibitor parking pass in their possession shall lose their privilege of parking in the vendor/exhibitor parking area for the duration of the Fair and will receive a violation notice.

S. RAFFLES & DRAWINGS

1. All drawings or raffles held by vendors, exhibitors, non-profit organizations, etc., must be in compliance with the New Jersey Legalized Games of Chance regulations. The exhibitor's license permitting said raffle or drawing must be on display in exhibitor's booth for the duration of the fair.

2. For the purposes of these rules and regulations anyone selling chances for a prize giveaway is conducting a raffle. Drawings shall constitute any giveaway where entry is free for everyone wishing to enter. Raffles, free drawings, and the like shall not be permitted unless applicant specifies the same on the Application for Space and unless approval by the Fair Management is granted in advance. All drawings must be held on the Fairgrounds before 5:00 PM the last day of the Fair. Vendors must submit by 5:30 PM the last day of the Fair a list of names and addresses of all winners and what prizes/discounts were awarded. Vendors who do not comply with this rule shall not be allowed in any future Fairs. If the Fair closes early on the last day of the event, drawing information must be faxed to the Monmouth County Park System's Headquarters at (732) 842-4162 no later than 4:00 pm on the Monday after the Fair.

3. Only non-profit organizations who support the Monmouth County Park System and the Monmouth County 4H shall be allowed to conduct a raffle (where a fee is charged to enter). This would include, but not be limited to, the Monmouth Conservation Foundation, S.P.U.R., Friends of the Monmouth County Park System, and the Monmouth County 4H. Such organizations would be exempt from any last day of the Fair drawing deadlines. Non-profit organizations wishing to hold raffles must submit to the Fair Management, on or before June 1st of the year of the Fair their State of New Jersey Legalized Games Commission Identification number. Each organization shall apply for their identification number at the Freehold Township clerk's office.

T. ADDITIONAL FOOD/SNACK VENDOR RESPONSIBILITIES & CONDITIONS

1. In preparation for the Board of Health and Fire Marshal inspections, all food vendors shall be set up and have their operations ready no later than two hours before the Fair officially begins on the designated opening day.

2. All exhibitors and vendors shall securely chain and lock all compressed gas cylinders/tank (propane) used in conjunction with their exhibit or vending area to a metal post/stake securely driven into the ground. Propane tanks must be fenced in with a five-foot buffer between the tanks and the public.

3. All cooking equipment, including grills and slicers, must be set back at least five (5) feet from the front of the space or be protected from public access by a non-movable barrier that extends from the ground to a minimum height of five (5) feet above the ground. The Monmouth County Park System and the Monmouth County Fire Marshal shall be the sole and final judges in determining an acceptable, safe space layout.

4. Main Food and Snack Food Vendors must provide, maintain and place in plain sight a minimum of one 10 lb. ABC rated fire extinguisher with an up-to-date inspection tag.

5. All food vendors shall be required to complete and submit additional forms/applications in accordance with the rules and regulations set forth by the local Board of Health. Any fees, if applicable, shall be paid by the food vendor in addition to the fees for space(s) at the Fair. In case of cancellation, recovery of Board of Health fee is the vendor's responsibility.

6. All food vendors shall be prepared for and pass with satisfaction a sanitary inspection by the local Board of Health. Any certificates issued by the local Board of Health to the vendor shall be posted in plain sight to the public.

7. Refrigerators must be raised off the ground (ex. on wood pallets).

8. All food/snack vendors shall present their products and signs in a legible and professional manner. There shall be no visible duct tape, cardboard or other such items (paper towels, plates, napkins, etc) used for signage or displaying menu items. Fair Management shall be the sole judge in determining whether or not signs are acceptable. If signs are judged unacceptable and vendor cannot provide acceptable signs by the start of the Fair, the Fair Committee shall provide signs for a fee of $125 per sign established in the current County Fair Schedule of Fees & Charges.

9. All food vendors shall clearly display in plain sight to the public a menu listing all of the items being sold and the price for each item as approved by the Fair Management. These signs must be visible and clearly displayed on each of the serving sides.

10. All food vendors shall advertise and only sell those food items that have been approved and assigned by the Fair Management. Signs for other food items not approved and not for sale, must be completely covered.

11. All food vendors shall place their signs, banners, flags, menus, promotional pieces, etc., in such a manner so as not to interfere with adjacent food vendors. Signs, banners, and flags must be placed so all parts are above a minimum height of 8 feet.

12. Food vendors occupying a corner space in Food Area 5, must serve from both sides of their corner booth that face the aisles.

13. Food vendors occupying non-corner spaces in Food Areas 5 & 6 and who serve from a trailer/truck may only serve from a maximum of two sides.

14. ADDITIONAL SNACK VENDOR RESPONSIBILITIES & CONDITIONS

    a. Space **S2** is designated for selling specialty drinks only.

    b. Space **S4** is designated for selling hard and/or soft ice cream only.

    c. Deep fryers will be allowed in designated spaces with the following restrictions:

        (1) Spaces S1, S3, S5, S6, S7 – deep fryers are allowed in SELF-CONTAINED TRAILERS/TRUCKS ONLY (NO TENTS)

        (2) Spaces S8, S9, S10 – deep fryers are allowed in self-contained trailers/trucks OR tents.

XII. UTILITIES

A. Water is available on the Fairgrounds, however; it is not supplied directly to any main food or snack space.

B. Electric

1. The Fair Management shall provide electrical service (110 volt AC) in designated exhibit and vending areas.

2. All electric receptacles at the fairgrounds are ground fault interrupted (GFI). All electrical devices, lights, cords, appliances, etc. shall be in proper condition and SHALL NOT cause interruption of electrical service.

3. The amperage of electrical service supplied to exhibit and vending space(s) varies according to location and intended use. It shall be the responsibility of each exhibitor and vendor to keep his electrical power demands within the specified limits and to provide adapters, when required.

Maximum Electrical Serviced Supplied (No extra electrical service is available):

Area 5 – Corner Spaces	208volt/50 amp/single phase/14-50R receptacle (generators ***ARE NOT*** permitted)
Area 5 – Aisle	120 volt/20 amp (generators ***ARE NOT*** permitted)
Area 6	120 volt/20 amp (generators are permitted)*
Snack S1, S2, S8, S9, S10	120 volt/20 amp (generators ***ARE NOT*** permitted)
Snack S3	Two 120 volt/20 amp circuits (generators ***ARE NOT*** permitted)
Snack S4, S5, S6, S7	120/208volt/50amp/1(14R-50), 1(TT-30R), 1(5-20R) receptacles (generators are permitted)*
Commercial Tent 1	120 volts, 10 amp single outlet services with one receptacle per vendor (generators ***ARE NOT*** permitted)
Commercial Tents 2, 3, 4	120 volts/ 5 amp single outlet services with one receptacle per vendor (generators ***ARE NOT*** permitted)
Outdoor Exhibitor E1, E2	120 volts, 20 amp single outlet services with two duplex receptacles per vendor (generators ***ARE NOT*** permitted)
Outdoor Exhibitor E3-E8	120 volts, 10 amp single outlet services with one receptacle per vendor (generators ***ARE NOT*** permitted)

***Note rules pertaining to generators below**

C. Auxiliary generators for food vendors may be permitted in designated spaces. Fair Management shall approve the location, size and type of all generators. Generator noise should not exceed 65 decibels at maximum load so as not to disturb or interfere with adjacent participants. Fair Management shall be the sole judge in determining acceptable noise level.

XIII. SET-UP AND TAKE-DOWN

A. All exhibitors and non-food vendors shall be set up and have their operations ready no later than one hour before the Fair officially begins on the designated opening day. Food vendors must be set up and operational no later than two hours before the Fair officially begins.

B. The exhibitor or vendor shall remove all exhibits, displays and vendor concessions, along with all materials used for such purposes, from the Fairgrounds no later than 3:00 pm on the day after the Fair has ended. Anyone removing exhibit material on Sunday must vacate the fairgrounds by 8pm. All garbage and debris must be removed from your exhibitor and/or vendor space at the conclusion of the Fair.

XIV. SECURITY

The Fair Management shall provide reasonable security at the Fairgrounds. Twenty-Four hour security shall begin no later than 3:00 pm on the day before the Fair officially begins and continue through 12:00 noon on the day after the Fair officially ends. Exhibitors and vendors shall be responsible for the safekeeping of their exhibits, displays, merchandise and supplies. The Fair Management shall not be responsible for the loss, theft or destruction of the same.

XV. HOLD HARMLESS PROVISION

A. All exhibitors and vendors shall understand and agree that the Fair Management, the Monmouth County Board of Recreation Commissioners, the Monmouth County Board of Chosen Freeholders and their agents and employees shall be held harmless from any liability arising from the use of exhibit or vending space(s).

B. It is further understood and agreed upon that neither the Fair Management, the Monmouth County Board of Recreation Commissioners, the Monmouth County Board of Chosen Freeholders nor their agents shall be responsible for any loss, damage or injury due to theft, fire, explosion, vandalism, or arising out of failure of electric power or related equipment, or for any act or force of nature, civil commotion or disasters of any kind, or for any other condition beyond their control resulting to persons, equipment, merchandise, display or exhibitor/vendor space contents.

C. The vendor understands that the Fair is an outdoor event and as such the property and the person of the vendor shall be subject to the elements. Vendor acknowledges and understands that the Monmouth County Board of Recreation Commissioners, the Monmouth County Board of Chosen Freeholders, and the County of Monmouth, does not and cannot assume any responsibility for the natural effects of the weather, winds, rain, or other causes, directly or indirectly, which are sometimes referred to as Acts of God.

D. All exhibitors and vendors shall assume all responsibilities for any damage resulting from the operation of their exhibit, product or service. All exhibitors and vendors shall be liable for any violation of law and none shall have claim upon the Monmouth County Board of Recreation Commissioners, the Monmouth County Board of Chosen Freeholders, or their agents. Insurance coverage desired by an exhibitor or vendor shall be at his/her own expense.

E. The Fair Management Committee shall be the sole authority for closing, canceling, or reducing the hours of the Fair for the safety of the visiting public and/or exhibitors, vendors, park system staff, 4-H staff and volunteers.

XVI. REFUNDS OF PAYMENTS AND CANCELLATIONS

A. No refund of any payment(s) made for space by any exhibitor or vendor who has caused their permit to be revoked or who cancels his/her reservation for an exhibit or vending space shall be made by the Fair Management.

B. Any exhibitor or vendor who fails to set up for the Fair by the date and time specified shall forfeit the space(s) assigned and no refund of payment(s) for said space shall be given by the Fair Management to the exhibitor or vendor concerned. Fair Management will review each occurrence and make an appropriate decision.

C. No refunds shall be granted by the Fair Management, the Monmouth County Board of Recreation Commissioners, the Monmouth County Board of Chosen Freeholders and their agents nor shall any exhibitor/vendor be entitled to a refund on account of any loss or reduction in exhibit/vending hours as a result of, but not limited to, theft, fire, explosion, vandalism, or arising out of failure of electric power or related equipment or for any act or force of nature, civil commotions or disasters of any kind, or for any other condition beyond their control resulting to persons, equipment, merchandise, display or exhibitor/vendor space contents, which result in the fair being delayed or cancelled.

XVII. EXHIBITOR AND VENDOR MAILING LISTS

After each year's Fair has ended, the Fair Management shall prepare a mailing list of exhibitors and vendors who are qualified to receive advance information and materials that pertain to the next year's Fair. Exhibitors and vendors shall remain on the mailing list for two years unless otherwise requested. Exhibitors and vendors on this mailing list shall be the following:

A. All exhibitors and vendors in good standing who participated in the Fair just ended.

B. All qualified exhibitors and vendors who were placed on a waiting list to participate in the Fair just ended.

C. All qualified exhibitors and vendors who request to be placed on said mailing list.

D. Qualified exhibitors and vendors not included in the above who are regarded as a welcome addition to the Fair by the Fair Management.

XVIII. EXHIBITOR AND VENDOR AGREEMENT

A. Exhibitors and vendors shall be responsible for reading and agreeing to all terms of the Rules and Regulations governing exhibitors and vendors on which are stated certain responsibilities and conditions to be upheld and agreed to by applicants or their agents in order to participate in the Fair.

B. Upon manually signing the Application for Space, the exhibitor or vendor accepts the terms of the Rules and Regulations as stated.

XIX. CONDUCT & ENFORCEMENT

A. Any vendor or exhibitor given three (3) official violation notices for Fair Rules and Regulation infractions shall not be allowed to participate in the next year's Fair. Each additional violation notice after 3 will extend this prohibition by an additional year (i.e., four (4) violations = two (2) years, five (5) violations = three (3) years).

B. No person shall use threatening, abusive, boisterous, insulting, vulgar, wanton, or indecent language or gesture, nor shall any person engage in any violent, abusive, vulgar, wanton, or otherwise disorderly conduct tending to disturb the peace, or to disturb or annoy others, or to create a nuisance within a County Park or Recreation Area.

C. No person shall resist any agent or officer of the Board of Recreation Commissioners in the discharge of his duty, or fail or refuse to obey any lawful command of any such officer or agent, or in any way interfere with or hinder any such agent or officer from discharging his duty.

D. Failure to abide by the above Rules and Regulations may result in the revocation of a vendor's permit and privileges.

E. Fair Management shall be the sole judge in enforcing rules and regulations for the best interest of the Fair.

F. Fair Management reserves the absolute right to immediately compel the removal of any vendor or exhibitor if their actions or conduct cause a potential risk to the health, safety or welfare of Fair patrons, staff or other vendors or exhibitors.

G. Employees of the Board of Recreation Commissioners are vested with police authority and empowered to make and enforce County Park Rules and Regulations. Rules applying to special conditions or situations within an individual County Park, or Recreation area may be supplemental to the County Rules and Regulations. When special rules apply, they shall be posted in affected areas.

H. County Rules and Regulations are promulgated in accordance with provisions of New Jersey Revised Statutes Title 40, Chapter 12-6 (NJRS 40: 12-6), which reads as follows:

> "The Board of Recreation Commissioners shall have full control over all lands, playgrounds and recreation places acquired or leased under the provisions of Section 40:12-1 to 40:12-9 of this Title and may adopt suitable Rules, Regulations, and By-Laws for the use thereof, and the conduct of all persons while on or using the same, and any person who shall violate any such Rules, Regulations, or By-Laws shall be deemed and adjudged to be a disorderly person."
>
> The police authority of Park System employees is also specified in Title 40, Chapter 12-6:
>
> "The custodians, supervisors and assistants appointed by the Board shall, while on duty and for the purpose of preserving order and the observance of the Rules, Regulations and By-Laws of the Board, have all the power and authority of police officers of the respective municipalities in and for which they are severally appointed."