



NON-FOOD VENDOR/EXHIBITOR CONTRACT
Sunday, September 15, 2024
Sussex County Fairgrounds
Time: 12:00 - 4 PM
www.sussexcountychamber.org

EXHIBITOR INFORMATION

Your Name: _____

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name of person responsible for exhibit setup and how to reach in the event setup has not begun by 11:00 am.

Name: _____ Cell #: _____

Products/Services Description: Please provide a brief description of products/services to be sold/displayed in your exhibit area: _____

Will you have a free activity for the public? If so, please describe: _____

EXHIBIT SPACE REQUIREMENTS (PLEASE CHECK ONE)

VENDORS	EXHIBITORS	MUNICIPAL PARTICIPANT
<p>For participants that are selling. Note: Vendors cannot sell water or hot dogs.</p> <p><input type="checkbox"/> 10' x 10' Vendor Space - \$150</p> <p><input type="checkbox"/> 10' X 20' Vendor Space - \$225</p> <p><input type="checkbox"/> I need electric - \$25 (limited electric available).</p> <p><input type="checkbox"/> I have a generator. _____ Gas _____ Electric</p>	<p>For participants that are NOT selling.</p> <p><input type="checkbox"/> 10' x 10' Exhibitor Space - \$150</p> <p><input type="checkbox"/> 10' X 20' Exhibitor Space - \$225</p> <p><input type="checkbox"/> I need electric - \$25 (limited electric available).</p> <p><input type="checkbox"/> I have a generator. _____ Gas _____ Electric</p>	<p>For municipal participants only: Tables and chairs are provided at no charge. Tents are not required, but if you would like to bring a tent, please check the box below. Exhibits with tents will be placed on available wall space (which is limited).</p> <p><input type="checkbox"/> Town or County</p> <p><input type="checkbox"/> Public School</p> <p><input type="checkbox"/> Law Enforcement</p> <p><input type="checkbox"/> Fire Department</p> <p><input type="checkbox"/> EMS</p> <p><input type="checkbox"/> I need electric (limited electric available).</p> <p><input type="checkbox"/> I will be bringing a tent.</p> <p><input type="checkbox"/> I will be selling.</p>
<p>IMPORTANT NOTE: <u>Vendors</u> and <u>exhibitors</u> must bring their own tables, chairs and tent. Tents are required and must be anchored down.</p>		

SCAVENGER HUNT - \$75 (Open to Chamber members only)

- 20 slots available
- First come, first serve

Be part of the Sussex County Day Scavenger Hunt!
 Increase brand recognition and direct contact with potential customers. Traffic to each vendor booth is the goal of the hunt, which will be publicized in advertising and at the event.

Need more space? Contact the Chamber at 973-579-1811 for pricing.

Total Amount Enclosed: \$ _____

THERE IS A STRICT "NO REFUND" POLICY AND A STRICT "NO TABLE SHARING" POLICY FOR THIS EVENT. Once a registration has been received, payment is expected. No refunds or credits will be issued. If you register for this event but cannot participate for some reason, payment in full is still expected. Table sharing is absolutely not allowed.

Return contract with payment to Sussex County Chamber of Commerce, 120 Hampton House Road, Newton, NJ 07860. Space assignments made when payment in full is received. The Chamber reserves the right to assign all space and relocate displays when appropriate and in the best interest of the event. *I hereby certify that I am authorized to act on behalf of the forenamed company and I agree to abide by all Sussex County Day Rules and Regulations, as described in the RULES AND REGULATIONS section of this contract.*

Signature: _____ Date: _____

RULES & REGULATIONS

Sussex County Chamber of Commerce Sussex County Day 2024

The **Sussex County Chamber of Commerce**, hereinafter referred to as "**Host**", hosts **Sussex County Day**. The Host acts as the agent to provide trade show management services. These contract terms have been established for the mutual benefit and protection of exhibitors, attendees, and the Host. These rules and regulations are made a part of the Registration and Contract for Exhibit Space.

Character of Exhibits: Host may rent space for any exhibit of interest to business and industry or of educational value. The general rule of the exhibit floor is "be a good neighbor." All exhibits must be constructed, designed and operated in good taste and in accordance with the best interest of **Sussex County Day**, which the Host, in its sole discretion, shall have the right to decide. All publicity, sales and promotional activities conducted by the Exhibitor must be confined to this space. Use of public address systems (without Host approval), extra signage outside of the exhibit space (without payment for an additional exhibit space), and carnival tactics are forbidden. Distribution of any souvenirs, printed matter or other articles by the exhibitor shall be restricted to the space occupied by the exhibit unless expressly permitted by the Host. The Host, in its sole discretion, may prohibit any activity whatsoever it determines to be detrimental and not in the best interest of **Sussex County Day**.

Electric Power: Limited electric power is available. Early submission of the contract is recommended if electricity is requested. Please note on your application if you will be using a generator (**you must supply your own generator**).

Refund Policy: **THERE IS A STRICT "NO REFUND" POLICY FOR THIS EVENT.** Once a registration has been received, payment is expected. If you register for this event but cannot participate for some reason, payment in full is still expected. No refunds or credits will be issued.

Table Sharing: **THERE IS A STRICT "NO TABLE SHARING" POLICY FOR THIS EVENT.**

Cancellation of Contract: The Host may terminate this contract without notice, withhold from the exhibitor possession of the exhibit space and retain all space rental fees if (a) the Exhibitor fails to pay all space rental charges by Friday, September 6, 2024 or (b) the exhibitor fails to perform any material terms or conditions of the contract or (c) the Exhibitor refuses to abide by these Rules and Regulations.

Failure to Hold Sussex County Day: In the event **Sussex County Day** is cancelled because of reasons beyond the control of the Host, space rental fees already paid will be returned to Exhibitors on a pro rata basis, after all **Sussex County Day** expenses incurred by the Host through the date of cancellation have been met plus an administrative fee and overhead charges. However, Exhibitors will not be reimbursed if **Sussex County Day** is cancelled, postponed, or abandoned due to an act of war, insurrection, radioactive contamination, seepage, pollution, or contamination.

Force Majeure: In the event any part of the exhibit area thereof is unavailable, whether for the entire event, or a portion of the event, as a result of fire, flood, tempest, or any other such cause or as a result of governmental intervention, malicious damage, acts of war, strike, lockout, labor dispute, riot or any other cause of agency over which the Host has no control, or should Host decide that because of any such cause it is necessary to cancel, postpone, or re-site **Sussex County Day**, or reduce the installation time, exhibit time, or move-out time, the Host shall not be liable to indemnify or reimburse the Exhibitor in respect of any damage or loss, direct or indirect, arising as a result thereof.

Relocation of Exhibits: The Host may alter the location of exhibit spaces, at its sole discretion in the best interest of **Sussex County Day**.

Subletting of Exhibit Space: Exhibitors may not assign, sublet or share exhibit space with another business or firm unless approval has been obtained in writing from the Host. Exhibitors must show goods or services manufactured or dealt in by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplates, imprint or trademark under which same is sold in the general course of business.

Insurance and Liability: All vendors and exhibitors must supply a Certificate of Insurance to the Sussex County Chamber of Commerce. Vendors and exhibitors will obtain and maintain, at their own cost and expense, general public liability insurance insuring both itself and the Host and its officers, employees, volunteers, and agents against any and all liability or claims of liability arising out of, occasioned by or resulting from an incident or otherwise in connection with the operations to be carried out pursuant to the Contract to which this Rider is attached. The insurance will provide for coverage of not less than \$250,000 for injuries to any one person, and \$500,000 for injuries in any one accident or occurrence, and \$100,000 for loss or damage to property. Should a combined single limit of liability be provided for both bodily injury and property damage, the required limit will be \$1,000,000. The policy of insurance shall be of a company or companies authorized to do business in this State and shall name the Host and its officers, employees, volunteers and agents as "Additional Insured." An original Certificate of Insurance evidencing the foregoing must be provided as to adequacy of protection of the Host. All property of the Vendor is understood to remain under its custody and control in transit to and from or within the confines of the exhibit area. The Host and Sussex County Fairgrounds do not maintain insurance covering Exhibitor's and Vendor's property.

Damage to Property: The exhibitor is liable for any damage to grounds or landscaping or to other exhibitors property. The exhibitor may not mar, tack, make holes, or apply paint, lacquer, adhesives or other coating to standard booth equipment.

Setting Up of Exhibits: **Exhibits must be set up between 8:00 am & 11:00 am Sunday, September 15, 2024. All exhibits must be completed and in place by 11:00 a.m. sharp. Set up goes very smoothly when exhibitors arrive on time!** Exhibits will be open to the public on Sunday from 12 - 4 pm. Displays must be in the process of being set up by 10:30 am. After that time, any unattended exhibit space with no visible sign of installation may be reassigned and no refund will be made to the exhibitor.

Tents: All vendors and exhibitors must bring a tent (with the exception of municipalities and towns). Tents must be sturdy and anchored down. All tents must be removed at the end of the event on September 15, 2024.

Signs, Decorations, Plants, Etc.: All exhibit decorations must be fireproof.

Care of Exhibits: Exhibitors must keep booth neat and trash-free as to not endanger the public or inconvenience other exhibitors.

Exhibitor Parking: All exhibitors **must** park vehicles in the designated exhibitor area as the main parking lot is for the general public.

Dismantling: Exhibitor's displays shall not be dismantled or packed in preparation for removal before the official closing time of 4 pm, Sunday, September 15, 2024. **Every exhibit must be fully staffed and operational during the entire event.** The dismantling of displays begins at 4 pm, Sunday, **September 15, 2024**, and continues through 6:00 p.m. At that time, all exhibitor displays or materials left in the exhibit space without instructions will be packed and shipped at the discretion of the Host and all charges, time and labor, will be applied to the exhibitor.

Amendments: These regulations and rules have been drawn up with the intention of providing a well-regulated and successful event. The Host shall have full power to interpret the rules/regulations or make any such rulings deemed to be in the best interest of **Sussex County Day**, and any and all amendments of the foregoing rules, regulations and conditions shall bind the exhibitor.

Complaints: Complaints of any violation of the Contract Terms and Conditions or exhibit construction guidelines are to be made promptly to Host and exhibitors and their personnel agree to abide by the decision of the Host. **Law Applicable:** The laws of the State of New Jersey shall govern this contract. Exhibitor agrees to abide by the rules and regulations of the Host and the State of New Jersey.

Law Applicable: The laws of the State of New Jersey shall govern this contract. Exhibitor agrees to abide by the rules and regulations of the Host and the State of New Jersey

IMPORTANT! Exhibitor Set Up time is 8:00 am—11:00 am.
Set up goes very smoothly when participants ARRIVE ON TIME! Please be prompt.