

Everything Jersey City Festival

Exhibitor Application

Application Deadline: April 21, 2012

Date of the Event: Saturday May 19, 2012

Please print clearly and attach business card

Contact Person: _____

Business: _____

Mailing Address: _____

City: _____ State/ Zip: _____ / _____

Email: _____

Tax ID # _____ Phone: (_____) _____ - _____

Website: _____

Detailed description of your work/ food/ activity/ give-a-way/ or products to be sold at festival. **Attach additional page, if necessary, and two photos of the products/ artwork you will be offering at the festival.** Food vendors MUST list full menu including drinks. Jersey City Division of Health regulations allow ONLY listed products to be sold at the event.

FOR OFFICE USE ONLY

Payment: \$ _____

CH MO PP Other

Ref # _____

Date Received: ____/____/11

Returned | Ref# _____

+ Permit(s): ___ Food ___ Fire

Returning Exhibitor: Y N
Participated: 2011 2010 2009

Exhibitor Space Requested:

10x10 ft 10x20 ft

Total Amount Due: \$ _____

Refer to Fee Chart on back →

Check the **ONE (1)** that would most accurately describe YOUR EXHIBITOR SPACE:

Antiques & Collectibles

Arts & Crafts

Food Vendor

Non-Profit/ Civic Org.

Services (insurance, dental, etc)

Other: _____

(i.e. Clothing, Purses, Glasses, Toys, etc.)

Check all that apply:

Raffle or similar activity

Solicit Donations

Generator

A 10x10ft canopy and at least one table is required per 10x10 ft space.

I will:

provide my own

make rental arrangements

I acknowledge and accept the rules and regulations set forth in the **Terms & Conditions** (copy available on www.jcheights.com) and agree to abide by them during my participation in this CASID program.

Signature _____ Date: ____/____/ 2012

Mail applications with checks payable to: CASID, 366 Central Avenue, Suite 201, Jersey City, NJ 07307
Applications submitted without valid "Signature" or incorrect "Total Amount Due" will NOT be processed and will be returned.

Questions? Visit www.JCHeights.com | Ph: 201.656.1366 | Email: ejcf@jcheights.com

2012 Everything Jersey City Festival Exhibitor Fees

Exhibitor Fees* per 10x10 ft Space	<u>Before</u> March 1 st	<u>March</u> 1 st - 31 st	<u>After</u> April 1 st	No. Spaces	Amount Due
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CASID Member (businesses on Central Avenue between North Street and Manhattan Avenue) should contact the CASID office for special discounted member rates.

Hudson County Artist Group Discount organized by “Not Yo Mama’s Craft Fair”. Group discount rate is available until April 1st and limits one discounted space per artist. For more info, contact notyomamajc@gmail.com or visit www.notyomamasaffairs.com to download and complete the **Artist Group Application**.

Non-Profit/ Civic Organization based in Hudson County (see Terms & Conditions)	\$25.00	\$35.00	\$50.00	x	Limit 1	=	\$ _____
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Exhibitor Space – All other Categories	\$90.00	\$120.00	\$140.00	x	_____	=	\$ _____
					(Max 2 total)		

FOOD Vendor	\$200.00	\$225.00	\$250.00	x	_____	=	\$ _____
					(Max 2 total)		

Jersey City Food Vendor License (Jersey City businesses with permanent city vendor’s licenses do not need to purchase this temporary license)		\$15.00		x	1	=	\$ _____
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Non-Jersey City Food Vendors Fire Permit (See Terms and Conditions for permitting requirements.)		\$125 per cooking device or > 10 gal. fuel		x	1	=	\$ _____
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Total Amount Due = \$ _____

*Read Terms and Conditions for more detail.

2012 EVERYTHING JERSEY CITY FESTIVAL TERMS AND CONDITIONS

(Retain for Your Reference)

DISCLAIMER

All portions of the Exhibitor Application form must be filled out and submitted with payment in order for the application to be considered complete. Submission of a complete application and deposit of payment does not guarantee acceptance into the event. Furthermore, the **EVENT ORGANIZER RESERVES THE RIGHT TO DENY ANY APPLICATION WITHOUT EXPLANATION**. Denied applications will be fully refunded. Notifications or rejections letters will be mailed out beginning April 4th. Previous admission into the festival **DOES NOT GUARANTEE** acceptance this year. The number of vendors accepted is limited per category (i.e. Sausage & Peppers, Jewelry, Clothes, etc). Exhibitor fees must correspond with application's postmark date otherwise it will be considered incomplete. The City of Jersey City may request a background check.

ALL EXHIBITORS

All exhibitors who are accepted into the festival will receive notification by May 7th with specific instructions for festival entry. If you do not receive notification by then, please call the CASID immediately: 201.656.1366. Each application is limited to one 10x10 ft or 10x20 ft space. Exhibitors may submit multiple applications which will be considered independent of each other. **All exhibitors are required to have a canopy and at least one table per 10x10 ft space.** For your convenience, canopies for non-cooking purposes are available for purchase locally at Kennedy Department Store (270 Central Ave, 201.420.8722) and C.H. Martin (256 Central Ave, 201.659.7055). If you plan to rent these items, All Star Rentals (973-591-1333) is the festival's preferred rental company.

Exhibitors are required to attach weights to their canopies in anticipation of windy conditions. Exhibitor booths must be set up in its entirety and exhibitors must remain in their designated space for the duration of the festival (11 am to 6 pm). Exhibitors are responsible for setting up and tearing down displays and completely cleaning their area before leaving. Exhibitors will adhere to event setup and cleanup times as well as posted entry and exit traffic patterns and obey city parking regulations. Exhibitors will cooperate with the instructions of event staff, the Jersey City Police Department and other authorities to ensure safety during the event. Refunds (minus a \$15 admin fee per application) will be issued only if a written request is received no later than April 20, 2012. No refunds will be issued due to bad weather or acts of nature. **The event is outdoors and will be held "Rain or Shine."**

Additionally, please note the following:

- All sales must STOP at 6 pm. The JC Police Department will issue a summons to anyone caught selling after 6 pm.
- NO merchandise may be displayed on the ground.
- Roving and changing spaces are prohibited.
- Sharing or subletting of booths is not permitted.
- Exhibitors may not overextend 10x10 ft space unless they have purchased additional space.
- Alcoholic beverages are strictly prohibited at the festival
- No Electricity or Water will be provided.
- Raffles or similar activities may require permit.

FOOD VENDORS

A \$125 fire permit is required for each open flame or flame-producing cooking device used outdoors by a vendor who does not own an establishment in Jersey City. Those establishments should submit an updated copy of their license with this application. In addition, vendors storing /handling more than 10 gallons of flammable liquids (e.g. for a generator) must pay for a fire permit. The event organizer will obtain permits on behalf of vendors after collecting permit fees. A \$15 one-day Jersey City Vendor's License is required for all food vendors that do not currently hold a permanent license in the city. Food vendors must comply with City of Jersey City fire and health regulations. An overview of these regulations will be provided to food vendors prior to the event. Please note that a flame-retardant canopy is required for all food vendors requiring a fire permit. **All cooking must be done in designated area or vendor risks being removed from the festival.**

ARTS & CRAFTS

In order to qualify for the Artists/Crafters rate, all crafts displayed for sale must be the original design of, and handcrafted by the exhibitor. Acceptable media include painting, sculpture/carving, original photography, original graphics, drawing, stained glass, blown glass, textiles and stitchery, fiber work, batik, leather, jewelry, collage, enamel, basketry, ceramics, furniture, metal, mixed media, paper, wearable art, and wood. Other recognized art or craft media will be considered on a case-by-case basis. **Limit one discounted space per applicant.** Standard rates apply for additional space. **For Group Discount, visit www.notvomamasaffairs.com**

NON-PROFIT/ CIVIC ORGANIZATIONS

Contact CASID if you plan to sell/ give away drinks or anything edible at your space – additional permits & fees required. Limit one discounted space per organization. Must include a copy of your 501(c) Verification Letter to qualify for this rate if you are not already registered with CASID. If you intend to solicit donations, please specify in application. Some restrictions may apply.

LIABILITY

The event sponsors in association with the CASID organization and its members shall have no liability for damage to property belonging to exhibitors. Neither the Central Avenue S.I.D. Management Corporation, the City of Jersey City, County of Hudson and/or its sponsors and/or agents and/or their representatives or any member or employee of the event is responsible for any injury, loss or damage caused by any Exhibitor, his/her employee or property. The Exhibitor, upon execution of this contract, expressly releases the foregoing names, parties, individuals and employees from any and all claims for such loss, damage or injury.