



**NON-FOOD VENDOR/EXHIBITOR CONTRACT**  
**Event Date: Sunday, September 16 , 2018**  
**Location: Sussex County Fairgrounds Time: 12:00 - 5 PM**  
[www.sussexcountychamber.org](http://www.sussexcountychamber.org)

EXHIBITOR INFORMATION

Your Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Municipality (we will try to put your booth near your town's display): \_\_\_\_\_

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

Name: \_\_\_\_\_

Cell : \_\_\_\_\_

EXHIBIT SPACE REQUIREMENTS (PLEASE CHECK ONE)

<input type="checkbox"/> <b>10' x 10' Vendor Space*</b> (for participants that are selling) <b>\$150</b>  <input type="checkbox"/> <b>Oversized Vendor Space*</b> (for participants that are selling) <b>\$225</b> (Maximum Space 10' X 20') (Vendors CANNOT sell water or hotdogs)  <input type="checkbox"/> Town or County - No Charge* (Indoor location only)  <input type="checkbox"/> Fire Department - No Charge*  <input type="checkbox"/> EMS Departments - No Charge*  <input type="checkbox"/> Law Enforcement - No Charge*  <input type="checkbox"/> I need electric (limited electric available).  <div style="background-color: black; color: white; padding: 5px; text-align: center;"> <b>Vendor is responsible to provide own tables, chairs and tent. Tents must be anchored down.</b> </div> <input type="checkbox"/> I will provide a free activity. Please describe activity to be offered: _____ _____	<input type="checkbox"/> <b>10' x 10' Exhibitor Space</b> (for participants that are NOT selling) <b>\$150</b>  <input type="checkbox"/> <b>Oversized Exhibitor Space</b> (for participants that are NOT selling) <b>\$225</b> (Maximum Space 10' X 20')  <input type="checkbox"/> Town or County - No Charge* (Indoor location only) <input type="checkbox"/> Fire Department - No Charge*  <input type="checkbox"/> EMS Departments - No Charge*  <input type="checkbox"/> Law Enforcement - No Charge*  <input type="checkbox"/> I need electric (limited electric available).  <div style="background-color: black; color: white; padding: 5px; text-align: center;"> <b>Vendor is responsible to provide own tables, chairs and tent. Tents must be anchored down.</b> </div> <input type="checkbox"/> I will provide a free activity. Please describe free activity to be offered: _____ _____	<input type="checkbox"/> <b>Scavenger Hunt</b> <b>\$75</b> <i>Be part of the Sussex County Day Scavenger Hunt!</i>  <b>Only 20 slots available!</b> <i>(First come, first serve)</i>  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.  <div style="background-color: black; color: white; padding: 5px; text-align: center;"> <b>Need more space?            Contact the Chamber at            973-579-1811            for pricing.</b> </div> <div style="background-color: black; color: white; padding: 5px; text-align: center;"> <b>Please retain a copy of this contract (front and back) for your records as it contains the Setup and Breakdown information on reverse side.</b> </div>
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Total Amount Enclosed: \$ \_\_\_\_\_

**Products/Services Description:** Please provide a brief description of products/services to be sold/displayed in your exhibit area and a diagram of your space \_\_\_\_\_

**Will You Be Bringing a Generator?** Quiet generators with ratings of 59 decibels or less are preferred \_\_\_\_\_

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 2018**

**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**).

**Cancellation of Contract:** There is a NO CANCELLATION policy for this event. 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 1, 2018 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 and 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 exhibitor's property. The exhibitor may not mar, tack, make holes, and apply paint, lacquer, adhesives or other coating to standard booth equipment.

**Setting Up of Exhibits:** Exhibits must be set up between 9:00 am & 11:00 am Sunday, September 16, 2018. All exhibits must be completed and in place by 11:00 a.m. sharp. 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 on Sunday, September 16, 2018. 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 tents must be sturdy and put up with stakes. All tents must be removed at the end of the event on September 16, 2018.

**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 5 pm, Sunday, September 16, 2018. **Every exhibit must be fully staffed and operational during the entire event.** The dismantling of displays begins at 5 pm, Sunday, **September 16, 2018**, 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.

**Exhibitor Set Up time is 9:00 am—11:00 am**