



Cooperative Extension of Somerset County
310 Milltown Road
Bridgewater, NJ 08807-3587

njaes.rutgers.edu/extension

908-526-6644 4-H
908-526-6293 ARMA
908-526-6295 FCHS
908-526-6293 Master Gardeners
Fax: 908-704-1821

To: All Potential Vendors

From: Carol K. Ward
County 4-H Agent

Re: 2017 NJ 4-H Championship Horse Show Vendor Contract

Enclosed is the Vendor Contract package for the 2017 NJ 4-H Championship Horse Show, to be held **August 25- 27, 2017**. If you are interested in providing vendor services please return a copy of the contract with an original signature. Carefully review the “Vendor Guidelines and Regulations” and initial these pages to acknowledge you understand and agree with the guidelines. The guidelines are not negotiable.

You will be required to submit a Certificate of Insurance as specified in note 10. This certificate will only be acceptable if it meets all of the requirements noted, including the “Additional Insured’s”. Please note that the names of the additional insured’s must be copied as **Horse Park of NJ and Rutgers Cooperative Extension/NJ 4-H Horse Program** or the insurance certificate will not be considered valid and will be returned for correction. You will not be permitted to set up your stand if the insurance requirements are not met. A policy in place by the Horse Park of NJ states that if the insurance policy is not in the hands of the Horse Park 15 days prior to the event, you may be denied the privilege of setting up. All new information is highlighted in bold print. There is an additional charge of \$50 per day for food vendors. We will collect the fee from you, but the check for \$150 is to be made out to “Horse Park of NJ”. This fee is in addition to any other required vendor fee.

Please mail your contract with your full payment enclosed. There are 26 vendor spaces available with approximate sizes ranging from 10’ X 10’ to 10’ X 15’. Vendor spaces will be allocated on a first come/first served basis to those with fully paid contracts (if you are a food vendor your insurance certificate is also required prior to allocating space). We will need your contract and artwork no later than August 1 in order to have your ad in by Horse Program booklet.

Please note that dogs are not permitted anywhere on the Grounds. This rule will be strictly enforced.

2017 NJ 4-H Championship Horse Show

Vendor Policy Sheet

1. Space will be allocated on a first come first served basis. Returned checks will be assessed a \$35 service fee
2. Vendors shall configure their spaces to conform to the size and shape of the location they requested. Double spaces are available for an additional fee as indicated on the Vendor Reservation Form. A limited number of lot spaces are available.
3. The New Jersey 4-H Equine Science program makes no guarantee that there will be no competition from other vendors. Multiple vendors with the same product line or type will be accepted.
4. The New Jersey 4-H Equine Science Program will not supply security at any time during the event for the vendor area.
5. **The show will run Friday, August 25, through Sunday, August 27, 2017.** Vendors are not required to be at the show all three days, however, the price is the same whether the vendor is set up for one, two, or three days. Vendors may set up anytime after 6 PM on Thursday August 24th, but must provide their own security.
6. No open flames may be used under the grandstand area.
7. Vendors may not erect tents or other structures anywhere on the grounds. This includes lot spaces. Food vendors may not erect tents or structures unless previous arrangements are made directly with the Horse Park of NJ, and structures must meet all township and fire safety codes. Paper products, rather than plastic, must be used whenever possible. No beverages may be sold in glass containers by anyone.
8. Electricity is available.
9. If vendors sleep on the grounds (this includes in vehicles, campers or display trailers), you have to fill out the Camper Reservation Form and pay the fees according to the amount of amps needed. A separate camper reservation form must be completed and sent to the address noted on the form with appropriate monies. Camper reservations **MUST** be made by the date indicated. Please contact Carol Ward for a camper reservation form (Ward@NJAES.Rutgers.edu)
10. **Original Certificate of Insurance must be mailed to the HORSE PARK and their insurance company 15 days prior to the event.**

Blue Bridle Insurance Agency, Inc.
P. O. Box 27
Pittstown, New Jersey 08867
Tel 800-526-1711 Fax 908-735-2254

Horse Park of New Jersey
P.O. Box 419
Cream Ridge, New Jersey 08514
Tel 609-259-0170 Fax 609-259-0174

11. The Certificate of Insurance must show evidence of the following:

- **A policy in force for the insured show/event for General Liability coverage for bodily injury and property damage with a minimum of one million dollars (\$1,000,000) combined single limit for each occurrence.**
- **A one million (\$1,000,000) limit for products**
- **Minimum of (\$50,000.00) fire damage.**
- **Five thousand dollars (\$5,000) Medical Expense (any one person).**
- **The date(s) of the show/event.**
- **The language on the Certificate must state “Liability coverage for participants is not excluded”.**
- **Description of business/operations especially for food vendors**
- **Evidence of auto coverage and workers comp if any employees**
- **The Horse Park of New Jersey at Stone Tavern, Inc. must be an additional insured on the policy and so indicated on the Certificate.**

Provide at least ten (10) days written notice to the Certificate Holder of cancellation of the policy to the mailing address of the Horse Park: P. O. Box 419, Cream Ridge, NJ 08514. The physical location of the Horse Park is 626 Route 524, Upper Freehold Township, NJ.

12. Any vendors selling food or operating any machinery on the show grounds as part of their operations must show evidence of the following:

- **A policy in effect on the date(s) of the show event for General Liability coverage for bodily injury and property damage with a minimum of one million dollars (\$1,000,000) combined single limit for each occurrence**
- **A one million dollar (\$1,000,000) limit for Products-Completed Operations**
- **A minimum of fifty thousand dollar (\$50,000) fire damage limit**
- **Five thousand dollars (\$5,000) Medical expense (any one person)**
- **A description of the covered operations**
- **The date(s) of the show/event**
- **The Horse Park of New Jersey must be an additional insured on the policy and so indicated on the certificate.**

Due to State regulations all food vendors must contact the Division of Fire Safety at 609 – 633-6132 and schedule a fire inspection before they begin the preparation of food for any event.

13. Vendor must also show evidence of Automobile Liability coverage in effect on the date(s) of the show/event. In addition any vendor or supplier with employees must also show evidence of workers compensation and employer liability policies in effect on the date(s) of the show/event."
14. Vendors are responsible for keeping their area clean during their operations. Upon departure deposit all refuse and garbage in the designated containers. If a vendor's area is left with litter, the Horse Show Committee will bill the vendor at a rate of \$50/hour clean-up fee, minimum one hour.
15. Vendors are to furnish their own tables, chairs, extension cords, and any other equipment necessary for the set-up and operation of their display.
16. Dogs or pets of any kind are not allowed on the grounds of the NJ Horse Park during the NJ State 4-H Championship Horse Show. This includes inside of vehicles, campers or display trailers. Violators will be asked to take their animal home. There will be NO EXCEPTIONS.

17. Vendors showing discourtesy to Show Personnel, Show Participants or other Vendors will be asked to leave the grounds.
18. Violation of any of the above may result in revocation of Vendor Contract in this case, all fees paid will be forfeited.
19. All vendor questions are to be directed to: Carol Ward 908-526-6644 or WARD@NJAES.Rutgers.edu
20. Please make checks payable to: “Rutgers University” (Returned Checks will be assessed a \$35 service fee)
21. To ensure your reservation please send the following **no later than July 25, 2017** to Carol Ward, RCE of Somerset County 310 Milltown Road Bridgewater NJ 08807:
 - Completed/signed Vendor Reservation Form
 - Completed/signed Vendor Contract
 - Check for the full amount made out to “Rutgers University”
 - Certificate of Insurance for Food Vendors
 - Additional check for \$150 made out to “Horse Park of NJ” for food vendors
 - Camera ready ad for the Show program

Vendor Reservation Form

2017 NJ 4-H Championship Horse Show August 25 – 27, 2017 Horse Park of New Jersey at Stone Tavern

Vendor Options

Check Selections	Cost	Vendor Type	Includes
	\$150.00*	Silver Clover	10x10 Display space, sponsorship of 1 class & listing in the program**
	\$250.00	Gold Clover	10x10 Display space, sponsorship of 1 class & half page ad in program**
	\$350.00	Platinum Clover	10x10 Display space, sponsorship of a division & full page insert or inside cover ad**
	\$50.00	Up-grade	15x15 Display space (addition cost to the appropriate vendor type above.)
	\$150.00	Food Only	Additional Horse Park Charge

* minimum vendor space with/without program ad

**camera ready ad needs to be received by Carol Ward no later than July 26, 2016 to be included in the show program.

Ad sizes: Full page 7" wide by 9" tall
 ½ page 7" wide by 4" tall

PLEASE PRINT

Contact Person Name		
Business Name:		
Address:		
Town:	State:	Zip Code:
Phone – Day: ()	Phone – Evening: ()	
Fax: ()	E-mail:	

**2017 NJ 4-H Championship Horse Show
Vendor's Contract**

I, _____ agree to set up a display at the 2017 NJ State 4-H Championship Horse Show to be held at the Horse Park of NJ at Stone Tavern, New Jersey from **August 25 – 27, 2017**. Set up can be after 6 PM on Thursday August 24th, but Vendor must provide security.

I understand that the fee for this display area will be as noted on the Vendor Reservation Form. The fee covers the display area for the event, electricity and the ad in the show program. I further understand that the fee is non-refundable. Payment must accompany the signed contract to reserve space. Returned checks will be assessed a \$35 bank fee. I acknowledge that space will be allocated on a first come first served basis as explained in the Vendor Policy Sheet.

I am aware of the risk of property damage and personal injury to myself and others in connection with the conduct of the NJ State 4-H Horse Show. In consideration for the opportunity to participate in the event, I do hereby on behalf of myself and my personal representatives, release and hold harmless the Horse park of NJ, its' Board of Trustees, the State of NJ, Rutgers Cooperative Research and Extension Department of 4-H Youth Development and the NJ 4-H Horse Program and it's volunteers for any injury, loss, expense or liability arising in connection with the premises or conduct of the event on the premises, even if the injury, loss, expense or liability results from an act of commission or omission, including negligence, by them or their officials, directory, employees or agents.

Furthermore, I fully understand that the New Jersey 4-H Equine Science Program makes no guarantee that there will be no competition from other vendors. Multiple vendors with the same product line or type will be accepted. Mention or display of trademark, proprietary product of firm in text, figures or display, does not constitute an endorsement by Rutgers Cooperative Research and Extension and does not imply approval to the exclusion of other suitable products or firms.

Vendor Participant Signature

Date

Print Name: _____

Business Name: _____

Send Completed form and appropriate checks (made payable to Rutgers University) to: Carol K Ward, Rutgers Cooperative Extension of Somerset County 310 Milltown Road Bridgewater NJ 08807 by July 25.