

# WARREN COUNTY FARMERS' FAIR ASSOCIATION, INC.

Cooperating Organizations: Warren County Board of Agriculture and Warren Pomona Grange #10

## July 31 – August 6, 2011

Please take a moment to review these instructions. Many of your questions will be answered below. We are looking forward to another enjoyable and successful Fair season.

- HOURS:** The fair hours are Sunday – Friday from 11:00am to 10:00pm and on Saturday from 8:00am to 10:00pm. Vendors need to be opened between the hours of 11:00am to 10:00pm. If you are an outside vendor, you are more than welcome to open earlier in the day on Saturday.
- LOCATION:** Return completed contract with a 50% deposit and the tent rental fee, if applicable, to reserve a space at the fair.  
If you are supplying your own tent, please make sure that it fits in the space you have requested. (i.e. If you have a tent that takes up 11 feet you will need to have a 15 foot space). Please remember that you may have a vendor directly next to you. Also have your display set-up at least **3 feet back** from the walkway – including overhangs. You will be asked to move if you do not conform to this request. A letter to confirm your acceptance as a vendor will be sent to you upon receipt of your contract and deposit. All fees are non-refundable.
- INSURANCE:** You must send a Certificate of Insurance OR a completed Insurance Request Form which is enclosed to G.S. Newborn & Associates, Inc., PO Box 2507, Flemington, NJ 08822. (fax 908-788-9371) Some insurance certificates have been coming to me through the mail. **Please make sure that your insurance company has the correct address of G.S. Newborn & Assoc.** If sending a certificate, please be sure you conform to the following rules:
  - Send the certificate to G.S. Newborn & Associates at the above address or fax to 908-788-9371.
  - Specify the certificate holder to be: Warren County Farmers' Fair Association, Inc.
  - Be sure the effective dates cover the period of the Fair.For additional information, please see paragraph #1 of Terms and Conditions of Contract (enclosed).  
If you do not provide a Certificate of Insurance or the Insurance Request Form prior to Fair set-up time, you will not be admitted to the Fair and your contract will be voided. All fees are NON-REFUNDABLE. **If you have any questions in regards to the insurance stipulations, please call G.S. Newborn directly at 908-788-9080.**
- OVERNIGHT:** Overnight accommodations and camping space: Limited space available. Indicate on your contract application if you planning on staying on the fairgrounds overnight. There will be on a charge of \$75.00.
- PASSES:** Complimentary passes for entry into the fair will either be mailed with your confirmation letter or given to you when you arrive for set-up. Additional one-day passes may be purchased at \$3.00 each in addition to your 6 'all week' complimentary passes but no later than July 15<sup>th</sup>. If you do not have a pass, you will be charged full admission price into the Fair. You can also exchange your "all week" passes for "one day" passes. Each "all week" pass is equivalent to 6 "one days". This also needs to be done by July 15<sup>th</sup>. No refunds will be issued. We also have season passes available at a cost of \$25.00 each. **Each pass is good for one person only and please make sure the people working your booth are supplied passes or they will be charged at the gate.**
- ITEMS NOT ALLOWED:** Exploding devices, smoke bombs, bag bombs, knives of any kind, blow darts, or items that cause litter or odor on the fairgrounds are not permitted.
- ELECTRICITY:** One 110V – 24 amp electrical outlet is included per vendor. There will be a charge of \$50.00 for each additional outlet used. You will need to supply your own extension cord and lights if needed. Electricity to the fairgrounds will be turned off one week after the fair ends. You are responsible for removing all items from the fairgrounds by that time.
- VEHICLES:** Please be advised that cars are not permitted on the fairgrounds during fair hours. If you plan on leaving your vehicle on the fairgrounds, it must be on the spot that is assigned to you. You will have to pay an additional fee if you do not abide by this.

Mary Beth Castimore, 103 Linaberry Rd., Columbia, NJ 07832

My hours: Monday thru Friday – 5:30pm to 8:00pm and Saturday 10:00am to 8:00pm

908-459-4360

wcfarmersfair@embarqmail.com

www.warrencountyfarmersfair.org