

**SUPPLEMENTAL RULES AND REGULATIONS GOVERNING
EXHIBITORS AND VENDORS AT THE MONMOUTH COUNTY FAIR
AS ADOPTED BY THE
MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS
ON MONDAY, FEBRUARY 6, 2012, BY RESOLUTION NO. R-12-2-6=88**

I. PURPOSE OF THE MONMOUTH COUNTY FAIR

- A. To provide a showcase for the businesses, industries, agencies, natural resources and historical heritage of Monmouth County.
 - 1. Exhibit and vending areas at the Monmouth County Fair are established as public attractions.
 - 2. Exhibitors and vendors participating in the Monmouth County Fair have the opportunity to display, promote and/ or sell their respective items, products, and services to the public.
- B. To portray the rich and varied lifestyle which Monmouth County offers to its residents.
- C. To present the values and accomplishments of Monmouth County's 4-H Program to the public.
- D. To provide the public with a recreational experience in a family oriented, country atmosphere.

II. DEFINITIONS

- A. Fair - the Monmouth County Fair, being the annual event designated by the Monmouth County Board of Recreation Commissioners to accomplish the aforementioned purposes.
- B. Fair Management – the Monmouth County Board of Recreation Commissioners and their designees who shall be responsible for the planning, operation, administration, control and coordination of all functions relating to the Monmouth County Fair.
- C. Fairgrounds – any and all areas of land designated and approved by the Fair Management to be utilized and occupied in operating the Monmouth County Fair.
- D. Exhibitor – any individual, group, organization or business engaged in organized communication with Fair visitors through displays, posters, leaflets, sale of goods and services, films, recordings, television or any other medium.
- E. Vendor – any individual, group, organization, or business engaged in direct over-the-counter sales of goods, services, food or beverages at the Fair.

III. CLASSIFICATION OF EXHIBITORS AND VENDORS

The Fair Management shall be the sole judge in determining the classification of any given exhibitor or food vendor.

For the purpose of these rules and regulations, reservations and the collection of fees, an exhibitor or vendor shall be classified as follows:

- A. Commercial Exhibitor – any exhibitor engaged in selling or attempting to sell goods or services for personal or corporate profit.
- B. Artist/Craftsperson – any exhibitor displaying or selling hand- made original works.
- C. Non-Profit Exhibitor – any exhibitor providing a public service and supported by donations, membership dues or fund-raising activities and who exhibits for the purpose of attempting to raise funds. Exhibitors must furnish Fair Management with a signed and notarized County of Monmouth Board of Recreation Commissioners Organization Non-Profit Status Affidavit.
- D. Government Exhibitor – any exhibitor engaged in public service activities and funded primarily through tax revenues.
- E. Food Vendor – any individual group, organization, or business engaged in the sale or offering of food or beverage. Five (5) classes of food vendors are established based upon the following:
 - 1. Class I Food Vendor – vendors who prepare, package or offer items on-site for on-premise consumption and/or vendors who serve a beverage.
 - 2. Class II Food Vendor – vendors who sell ingestible items in prepackaged, sealed wrappers/containers. Each wrapper/container shall clearly show the registered trade name for the item(s) within. Examples of ingestible items include, but are not limited to, the following: confections, candy, chewing gum, nuts and seeds, dried fruits, freeze-dried foods, baked goods, honey, health foods, and vitamins.
 - 3. Class III Food Vendor – vendor who sells fresh farm produce for off-premise consumption only.
 - 4. Class IV Food Vendor – any exhibitor who offers only free samples of a food product or beverage. Said free samples shall not exceed two (2) ounces liquid measure or be greater than a bite-size portion per recipient.
 - 5. Class V Food Vendor – Class V food vendors shall sell only three types of snack food items and/or beverage. Examples of this include, but are not limited to, popcorn, roasted nuts, frozen dessert, flavored coffees, fresh fruit cups, pretzels, funnel cake, fried oreos, fried candy, and fried snack foods (i.e. twinkies).

IV. ADDITIONAL CLASSIFICATIONS

A. Public Issues Area

Area, on or adjacent to fairgrounds, where an individual, group or organization may be granted permission, upon receipt of Application/Permit for Public Assembly/Demonstration and/or other constitutionally protected activities to hold an event as provided for under the First Amendment to the United States Constitution. Anyone granted said permission shall fully comply with the conditions governing public assembly or permission will be immediately revoked.

B. Subsidized Exhibits

1. Each year the Fair Management may designate specific areas within the Fairgrounds for use only by exhibitors who qualify under the criteria set forth by the N. J. Department of Agriculture whereby subsidies for said exhibits are given to the Fair by the department.
2. Qualifying exhibitors may be exempted from the space allocations set forth elsewhere.
3. Qualifying exhibitors may be entitled to a reduced fee for their exhibit space.
4. Qualifying exhibitors shall abide by all other rules and regulations governing exhibitors in the Fair.

C. Agrarian Exhibits

1. Each year the Fair Management may designate specific areas within the Fairgrounds for use only by exhibitors having products or services that are agrarian in nature.
2. Agrarian exhibits may be exempted from the space allocations set forth elsewhere.
3. Agrarian exhibitors who do not qualify as a subsidized exhibit shall not be entitled to a reduced fee for their exhibit space.
4. Agrarian exhibitors shall abide by all other rules and regulations governing exhibitors in the Fair.

V. EXHIBIT AND VENDING SPACES

- A. Specific, designated areas within the Fairgrounds are established for use by exhibitors and vendors who have obtained a permit for their activity. Exhibitors and vendors may only set up their operations in areas of the Fairgrounds so designated by the Fair Management.
- B. Specific units of space are defined within each designated exhibit and vending area of the Fairgrounds. These spaces are either under tent cover or outdoors with no cover.

- C. All exhibitors and vendors shall restrict their sales, solicitations, promotional activities and devices, signs, posters, and handouts to be within the specific, designated unit of space to which they have been assigned. No extension into adjoining spaces or areas is permitted.
- D. All exhibitors and vendors shall be restricted to spaces so designated for each purpose. Exhibitors wishing to combine exhibitor classifications in your exhibit space will be charged at the highest rate of said classifications. (Example: if combining a crafter and commercial classification, you will be charged at the commercial rate and all commercial requirements must be met.)
- E. The total number of exhibit spaces that are allocated (by the Fair Management) to commercial exhibitors having the same or similar type of goods and services, non-profit organizations and government agencies shall be based upon the following:

1. Commercial Exhibits:

- a) The total number of spaces that are allocated to commercial exhibitors (having same or similar type of goods and services) shall be limited as follows:
- (1) Jewelry (which excludes hand crafted items) – Not more than 5 exhibitors shall be allowed.
 - (2) Novelties (small, mass produced, prepackaged items such as toys, trinkets, practical jokes, inflatables, glow in the dark items, etc.) - Not more than 5 exhibitors shall be allowed.
 - (3) General merchandise (3 or more kinds of dissimilar items) – Not more than 5 exhibitors shall be allowed.
 - (4) T-Shirts/Clothing – Not more than 5 exhibitors shall be allowed.
 - (5) Political Parties – Not more than 3 exhibit spaces shall be designated and set aside for political parties.
 - (6) Other Categories of Goods & Services – Not more than 2 exhibitors providing the same goods and/or services shall be allocated.

When deemed in the best interest of the Monmouth County Fair, the Fair Management may conduct single or multiple day craft shows on designated locations within the Fairgrounds. These craft vendors will be subject to all the rules and regulations governing exhibitors and vendors at the Monmouth County Fair.

- b) Not more than two (2) designated exhibit spaces under tent cover shall be allocated to any one (1) given commercial exhibitor and both spaces shall adjoin one another.

NOTE: The Fair Management may waive the allocations described above in paragraph b when unusual and justifiable circumstances arise that would warrant additional adjoining space.

2. Non-Profit Exhibits:

- a. The total number of non-profit exhibit spaces that are allocated at a reduced fee shall be limited to not more than 10 exhibit spaces and placement limited to under tent cover only.
- b. Not more than one (1) designated exhibit space under tent cover shall be allocated at a reduced fee to any one (1) given non-profit organization.

3. Artist/Craftsperson:

- a. Allocate at least 10 of all the designated exhibit space for crafters.
- b. No commercially purchased merchandise, kit work, artwork, copies, numbered paintings, or edible products will be allowed.

When deemed in the best interest of the Monmouth County Fair, the Fair Management may conduct single or multiple day craft shows on designated locations within the Fairgrounds. These craft vendors will be subject to all the rules and regulations governing exhibitors and vendors at the Monmouth County Fair.

4. Government Exhibits:

- a. The Fair Management will, prior to Vendor/Exhibitor selection, set aside a designated number of exhibit spaces to be allocated free of charge to government agencies. The total number of government exhibit spaces that are allocated at no charge shall be limited to not more than 5 spaces.

The Monmouth County Fair Management will designate a special area under tent cover to showcase governmental services provided by Monmouth County. Monmouth County Government agencies wishing to be placed in other spaces under tent cover will be charged the non-profit rate for that space (note: such space can ONLY be designated "aisle x").

NOTE: Any designated exhibit space utilized by the Monmouth County Park System shall not be included in any of the allocations and conditions set forth above.

5. Food Vendors:

Not more than one (1) designated Class I and V food-vending space may be allocated to any one (1) given food vendor (individual, company, corporation, association, etc.).

All food vendors shall be restricted to vending space so designated for that purpose. The allocations of Class I, II, III, IV, and V food vending spaces that are made by the Fair Management shall be based upon the following:

a. Class I Food Vendors:

The total number of Designated Class I food vending spaces in which the same food items or products are sold shall be limited to not more than one (1) space per outdoor area. With the exception of beverages, no food items or products shall be excluded from these limitations. Class I food vendors selling similar items may be placed on opposite sides of Food Area 5.

b. Class II Food Vendors:

Class II food vendors shall be permitted to occupy designated exhibit spaces under tent cover. All of the rules and regulations set forth for commercial use of designated exhibit spaces under tent cover shall apply to Class II food vendors who occupy said spaces. At least 3 (three) spaces shall be designated for Class II food vendors.

c. Class III Food Vendors:

Class III food vendors shall be permitted to occupy designated exhibit spaces outdoors. All of the rules and regulations set forth for commercial use of said spaces shall apply.

d. Class IV Food Vendors:

Class IV food vendors shall be permitted to occupy designated exhibit spaces under tent cover. All of the rules and regulations set forth for commercial use of designated exhibit spaces under tent cover shall apply to Class IV food vendors who occupy said spaces

e. Class V Food Vendors:

Specific areas within the Fairgrounds shall be designated for Class V food vendors only. All of the rules and regulations set forth for Class I food vending spaces shall apply to Class V food vendors. There will be 2 Ice Cream/Frozen Yogurt Vendors (one must sell soft ice cream). An ice-cream vendor can also sell pre-packaged ice cream. Due to the increase of snack items selected, there may be two (2) similar snack foods (i.e. funnel cake) selected.

F. The Fair Management reserves the right to adjust the aforementioned allocation of exhibit and vending spaces if it is deemed to be in the best interest of the Fair.

VI. PERMITS

A permit is required from the Fair Management for the use of any exhibit or vending space. The permittee, 18 years or older, shall first submit an Application for Space, the appropriate fee to the Fair Management, plus any other submission required in the agreement. All are to be in accordance with the reservations procedure, or permits will not be issued.

VII. APPLICATIONS FOR SPACE

Exhibitors promoting free vacations, time-share vacations or opportunities, or similar services shall not apply for a permit to participate in the Fair.

- A. Only one application for exhibit/vending space may be submitted per household, individual, company, corporation, association, etc. If more than one application is submitted, both applications will be null and void and applicant will forfeit the opportunity to participate in the Monmouth County Fair.
- B. Exhibitors and Vendors shall submit an Application for Space, either for food or non-food space(s), whichever applies. Said Applications shall be completed in all parts by the applicant. In particular, applicants shall itemize specifically all of the items, products and/or services they intend to sell, exhibit or promote. Raffles, free drawings, and the like will not be permitted unless applicant specifies the same on the Application for Space and unless approval by the Fair Management is granted in advance.
- C. All Applications for Space shall be manually signed and dated by the applicants or their agents. Applications for Space that are not manually signed and dated by the applicant will be returned along with any payments.
- D. All Applications for Space shall be accompanied with the appropriate fee(s) for the space(s) requested by the applicant, made payable to the Monmouth County Board of Recreation Commissioners. Any checks that are not covered by sufficient funds will be returned. If said check is for initial payment, vendor will lose reserved space and not be allowed to participate in the Fair for that year. If said check is for final payment, vendor will lose reserved space, will not be refunded initial payment, and will not be allowed to participate in the Fair for that year.
- E. All payments for Class I and V food spaces **MUST** be in the form of a certified check or money order. No personal checks will be accepted as payment for these spaces. If selected, balances may be paid by credit card.
- F. The Fair Management, in care of the Monmouth County Park System, shall accept applications and payments of exhibits and vending space in the Fair each year. Non-food vending space will be drawn regardless of residential status. Of initial applications, 50% of food vending space will be allocated to Monmouth County residents. Monmouth County residents shall be charged a reduced exhibit/vending rate. County rate status is defined:

1. A domicile resident of Monmouth County and the principal owner/operator of the applying business.

Applicant claiming domicile residence in Monmouth County must provide two (2) current forms of personal identification as well as proof of principal ownership of applying business.

Acceptable proofs of residence:

- Legible copy of both sides of applicant's valid digital photo driver's license.
- Utility bill or credit card bill issued in the past 90 days that shows your name at your current address.
- Property tax bill or statement from the last year.
- Checking or savings account statement from a bank or credit union issued in the last 60 days.
- Original lease or rental agreement showing name as the lessee or renter.
- College report card or transcript containing your address issued within the past two years.

*Note: P.O. boxes are **not** accepted as proof of address.*

2. A current tax-paying Monmouth County property owner and the principal owner/operator of the applying business, but not a domicile resident.

Applicant owning property in Monmouth County but not a domiciled resident must provide current property tax bill and two (2) current forms of personal identification, as well as proof of principal ownership of applying business.

3. A business located and operated in Monmouth County, which is applying for space to promote that same business.

Applicant who is not covered under # 1 and # 2, but whose business is located in Monmouth County, must provide a copy of current annual lease for said business. This business must be the same one for which application is being made.

- G. All exhibitor/vendor applications must include a legible copy of the front and back of the applicant's driver's license. If the license is not a photo license, a separate form of official government issued photo identification, such as a passport, must be included. The applicant's name must match exactly with the non-photo driver's license and one form of photo identification.

- H. In accordance with Monmouth County Board of Chosen Freeholders Resolution 05-815 Prohibiting Certain Sexual Offenders from Using Monmouth County Facilities Where Children Commonly Gather:
Any applicant who allows any person over the age of 18 who has been convicted of any crime against a minor as listed in N.J.S.A. 2:C7-2, or convicted of a similar crime under statutes of any other state or nation, and who, as a result of said conviction, is required to register with proper authorities pursuant to N.J.S.A. 2C: 7-1, et seq., or required to register with any other state or national authorities, to work at the Monmouth County Fair, shall have their permit and/or contract to work at the Monmouth County Fair revoked by Fair management, shall vacate the Fairgrounds immediately upon notice of violation of this rule and shall not be issued a refund or reimbursed for services rendered.
- I. **All prospective workers shall be checked against the records at the New Jersey State Police Megan's Law website http://www.state.nj.us/lps/njsp/info/reg_sexoffend.html for New Jersey sex offenders and out of state residents should be checked against records at www.klaaskids.org listed under their perspective state.**
- J. When applicable, each exhibitor/ vendor must attach a copy of the State of New Jersey Sales Tax Certificate of Authority to the Application for Space. Only one vendor per NJ Sales Tax Certificate will be permitted to apply for an exhibit/vending space.
- K. All Class I and V food vendors must complete and submit a Statement of Ownership form.

VIII. LOTTERY DRAWING PROCEDURE

At least ten days prior to the date on which the lottery drawing occurs, a public notice will be placed in local newspapers announcing this date and identifying where information and application packets can be obtained for vendor spaces.

- A. Each year a specific date shall be established by the Fair Management on which reservations and the issuance of permits shall begin for exhibitor and vendor space in the Fair.
- B. Envelopes that contain applications and payments for space shall be so designated on the outside of said envelope. A return address shall also appear on the outside of said envelope.
- C. Any application and payments for space that are received by the Fair Management before the designated acceptance dates shall be returned to the applicant.

D. Envelopes containing applications and payments for space that are received by the Fair Management during the designated acceptance dates shall be held. Said envelopes shall also be considered received by the Fair Management on the designated assignment date. The envelopes are numbered and these numbers are written on corresponding tickets that are placed in a rotating drum. On the designated assignment date, said tickets are drawn by random lottery and matched to their corresponding numbered envelope. All tickets will be drawn at random and the corresponding envelopes will be placed based upon the order that they were drawn. Applications received after the designated assignment date are numbered in the order received and are assigned a space, if available. If no space is available, the applicants are placed on a designated waiting list as received.

IX. PAYMENTS FOR SPACE

- A. Each year, down payments to reserve exhibitor/vending space at the Fair must accompany the Application for Space. All exhibitors and vendors who have made down payments to reserve space at the Fair shall submit the balance due for said space according to the schedule established by the Fair Management each year and stated on the Application for Space.
- B. Failure by any exhibitor or vendor to remit the balance due for space on or before the aforementioned dates shall result in the forfeiture of payment(s) made and the space(s) reserved without recourse.
- C. Payments for exhibit and vending space(s) at the Fair, with the exception of Class I and V food vendors, shall be made by check or money order made payable to the Monmouth County Board of Recreation Commissioners. All payments for Class I and V food spaces **MUST** be made in the form of a certified check or money order. After acceptance, balances may be paid by credit card.

X. EXHIBITOR AND VENDOR WAITING LISTS

Exhibitors and vendors who express a desire to participate in the Fair after all of the relevant designated spaces have been allocated shall be placed on a waiting list, to be contacted by the Fair Management in the event of a cancellation or vacancy of said space(s).

- A. The name, address and telephone number of those requesting space and the date and time of said request shall be recorded by the Fair Management. The relevant type of goods and/or services shall also be noted.
- B. Whenever a cancellation or vacancy of designated space occurs in an exhibit or vending classification, those who are on the waiting list for said space shall be contacted, in order, based upon the following:
 1. Monmouth County residents or agents having goods or services that are not already included in the Fair.
 2. New Jersey residents or agents having goods or services that are not already included in the Fair.

3. Monmouth County residents or agents having goods or services that are being the least represented in the Fair.
4. New Jersey residents or agents having goods or services that are being the least represented in the Fair.
5. Out-of-state residents or agents having goods or services that are not already included in the Fair.
6. Out-of-state residents or agents having goods or services that are being the least represented in the Fair.

NOTE: The Fair Management shall endeavor to provide as many different types of exhibits and vendor items for the public as possible. The six (6) priorities stated above are in keeping with said endeavor.

XI. RAFFLES AND DRAWINGS

All drawings or raffles held by vendors, exhibitors, non-profit organizations, etc., must be in compliance with the New Jersey Legalized Games of Chance regulations. The exhibitor's license permitting said raffle or drawing must be on display in exhibitor's booth for the duration of the fair.

For the purposes of these rules and regulations anyone selling chances for a prize giveaway is conducting a raffle. Drawings will constitute any giveaway where entry is free for everyone wishing to enter.

- A. Only non-profit organizations who support the Monmouth County Park System and the Monmouth County 4H will be allowed to conduct a raffle (where a fee is charged to enter). This would include, but not be limited to, the Monmouth Conservation Foundation, S.P.U.R., Friends of the Monmouth County Park System, and the Monmouth County 4H. Such organizations would be exempt from any last day of the Fair drawing deadlines. Non-profit organizations wishing to hold raffles must submit to the Fair Management, on or before June 1st of the year of the Fair their State of New Jersey Legalized Games Commission Identification number. Each organization shall apply for their identification number at the Freehold Township clerk's office.
- B. Drawings – Vendors/exhibitors wishing to hold a drawing (any giveaway where no fee is charged for entry) must indicate so on Application for Space. All drawings must be held on the Fairgrounds before 5:00 PM the last day of the Fair. Vendors must submit by 5:30 PM the last day of the Fair a list of names and addresses of all winners and what prizes/discounts were awarded. Vendors who do not comply with this rule will not be allowed in any future Fairs. If the Fair closes early on the last day of the event, drawing information must be faxed in to the Park System's Dorbrook Recreation Area Visitor Center at (732) 542-3678 no later than 4:00 pm on the Monday after the Fair.

XII. VENDOR RESPONSIBILITIES

- A. All exhibits, displays and vendor concessions shall remain set up, and in full operation for the entire duration of the Fair. Exhibitors and vendors will be visibly present in their space(s) and be available to answer all questions. Exhibitors and vendors who do not comply or who are absent from their assigned space(s) during the designated Fair hours of operation may have their permit(s) revoked by the Fair Management. There will be no refund for a revoked permit.
- B. All exhibitors and vendors shall provide their own tables, chairs, set-up materials, tools, electrical extension cords, hoses, backdrops and side drops as needed and display lighting as needed.
- C. All structures, backdrops, sidedrops or components that are erected within a designated exhibit or vending space shall be free of splinters and sharp or jagged edges. The total height of any exhibit and/or structure erected within any exhibit area under tent cover shall not exceed eight (8) feet in height unless written approval has been granted in advance by the Fair Management. All construction materials used shall be of high quality. All designated exhibit and vending spaces shall be visually aesthetic. The Fair Management shall be the sole judge in determining whether or not these conditions have been met.
- D. Each day of the Fair all exhibitors/vendors shall vacate the Fairgrounds by midnight except for Sunday night. On Sunday, all exhibitors/vendors shall vacate the Fairgrounds by 8pm.
- E. No exhibit, display or vendor concession shall be dismantled or taken from the Fairgrounds until the designated closing hour on the last day of the Fair.
- F. All exhibitors and vendors shall keep their assigned space (s) in a neat, clean and sanitary condition at all times by removing there from all debris, litter and refuse and depositing the same in containers provided for this purpose.
- G. Posted signs must be legible and done in a professional manner. Fair Management shall be the sole judge in determining whether or not signs are acceptable.
- H. All audio devices, players and/or equipment used by an exhibitor or vendor shall be kept at a low enough volume level so as not to disturb or interfere with any adjacent exhibitors or vendors. No radio or television broadcasts will be permitted at exhibitor or vendor spaces. No band performances will be permitted in exhibitor or vendor spaces.
- I. All space(s), for which a permit has been issued, shall be used by the applicant/organization. No other group, individual shall be permitted to utilize said space(s). No permit for space(s) shall be sold, transferred, sublet or assigned by any exhibitor or vendor.

- J. Any exhibitor or vendor who does not comply with the rules and regulations governing the use of exhibit and vending space at the Fair may have his/her permit(s) revoked by the Fair Management and may also be denied exhibit or vendor space at future Fairs.

XIII. EXCLUSIVE RIGHTS

No exhibitor or vendor shall be given exclusive rights by the Fair Management to be the sole distributor, agent or vendor of a particular item, product or service at the Fair.

XIV. LOCATION OF EXHIBITORS AND VENDORS

The Fair Management shall limit the physical location of two (2) exhibitors or vendors having the same or similar item, product or service to be a minimum of 10 feet apart from each other in any direction, so that said exhibitors or vendors shall not be directly adjacent to one another.

XV. FOOD/SNACK VENDOR RESPONSIBILITIES

- A. In preparation for the Board of Health and Fire Marshall inspections, all food vendors shall be set up and have their operations ready no later than two hours before the Fair officially begins on the designated opening day.

1. In accordance with the Fire Marshall:

- a. All exhibitors and vendors shall securely chain and lock all compressed gas cylinders/tank (propane) used in conjunction with their exhibit or vending area to a metal post/stake securely driven into the ground.
- b. All cooking equipment including grills and slicers must be set back 5 feet from the front of the space or be protected from public access by a non movable barrier that extends from the ground to a minimum height of 5 feet above the ground.
- c. Class I and V Food Vendors must provide, maintain and place in plain sight a minimum of one 10 lb. ABC rated fire extinguisher with an up-to-date inspection tag.

2. In accordance with the Board of Health:

- a. All food vendors may be required to complete and submit additional forms/applications in accordance with the rules and regulations set forth by the local Board of Health. Any fees, if applicable, shall be paid by the food vendor in addition to the fees for space(s) at the Fair. In case of cancellation, recovery of Board of Health fee is vendor's responsibility.

- b. All food vendors shall be prepared for and pass with satisfaction a sanitary inspection by the local Board of Health. Any certificates issued by the local Board of Health to the vendor shall be posted in plain sight to the public.
- B. All food/snack vendors shall present their products professionally. There shall be no visible duct tape, cardboard or other such items used for signage or displaying menu items.
- C. All food vendors shall clearly display in plain sight to the public a menu listing all of the items being sold and the price for each item as approved by the Fair Management. These signs must be visible and clearly displayed on each of the serving sides.
- D. All food vendors shall advertise and only sell those food items that have been approved and assigned by the Fair Management. Signs for other food items not approved and not for sale, must be completely covered. Signs must be legible and done in a professional manner; Fair Management shall be the sole judge in determining whether or not signs are acceptable. Unacceptable signs include those done on paper towels, napkins, paper plates, and duct tape. If signs are judged unacceptable and vendor cannot provide acceptable signs by the start of the Fair, the Fair Committee shall provide signs at a fee of \$125 per sign.
- E. All food vendors shall place their signs, banners, flags, menus, promotional pieces, etc., in such a manner so as not to interfere with adjacent food vendors. Signs, banners, and flags must be placed so all parts are above a minimum height of 8 feet.
- F. Food vendors occupying a corner space in Food Area 5, must serve from both sides of their corner booth that face the aisles.
- G. Food vendors occupying non-corner spaces in Food Area 5 & 6 and who serve from a trailer may only serve from a maximum of two sides.

XVI. SET-UP AND TAKE-DOWN

- A. All exhibitors and non-food vendors shall be set up and have their operations ready no later than one hour before the Fair officially begins on the designated opening day. Food vendors must be set up and operational no later than two hours before the Fair officially begins.
- B. The exhibitor or vendor shall remove all exhibits, displays and vendor concessions, along with all materials used for such purposes, from the Fairgrounds no later than 3:00 pm on the day after the Fair has ended. Anyone removing exhibit material on Sunday must vacate the fairgrounds by 8pm. All garbage and debris must be removed from your exhibitor and/or vendor space at the conclusion of the Fair.

XVII. SECURITY

The Fair Management shall provide reasonable security at the Fairgrounds. Twenty-Four hour security shall begin no later than 3:00 pm on the day before the Fair officially begins and continue through 12:00 noon on the day after the Fair officially ends. Exhibitors and vendors shall be responsible for the safekeeping of their exhibits, displays, merchandise and supplies. The Fair Management shall not be responsible for the loss, theft or destruction of the same.

XVIII. OVERNIGHT FACILITIES

No exhibitor or vendor shall be permitted to remain overnight on the Fairgrounds, except by advance permission of the Fair Management in areas so designated for this purpose. It shall be the responsibility of each exhibitor and vendor to arrange for their own lodging.

XIX. WATER

Water is available on the Fairgrounds, however; it is not supplied directly to any main food or snack space.

XX. ELECTRIC

A. The Fair Management shall provide electrical service (110 volt AC) in designated exhibit and vending areas.

B. The amperage of electrical service supplied to exhibit and vending space(s) may vary according to location and intended use. Exhibitors and vendors shall be informed as to the maximum amperage available at their assigned space(s). It shall be the responsibility of each exhibitor and vendor to keep his electrical power demands within the specified limits.

C. ALL ELECTRIC RECEPTACLES AT THE FAIR ARE GROUND FAULT INTERRUPTED (GFI). All electrical devices, lights, cords, appliances, etc. shall be in proper condition and SHALL NOT cause interruption of electrical service and refrigerators should be placed on wood palates up off the ground.

Electrical Serviced Supplied:

Corner Spaces – Area 5	208volt/50 amp/ 1 phase (generators ARE NOT permitted)
Non Corner – Area 5	MAX of 120 volt/20 amp (generators ARE NOT permitted)
All of Area 6	MAX of 120 volt/20 amp (generators are permitted) *
Snack Spots S1, S5, S6, S7, S8, S9	120 volt/ 20 amp (generators ARE NOT permitted)
Snack Spots S2, S3, S4	120 volt/ 20amp (generators are permitted)*

***Note Rules pertaining to generators below:**

- B. Generators - Auxiliary generators for outdoor vendors may be permitted in designated spaces. The noise level (decibel or db level) must be low enough so as not to disturb or interfere with adjacent participants. As a guide, noise level at maximum rated load should not exceed 65 decibels. Fair Management shall be the sole judge in determining acceptable noise level. Fair Management shall approve the location of all generators.

XXI. DEEP FRYERS (SNACK VENDORS ONLY)

- A. Deep fryers will be allowed in the spaces with the following restrictions:

- Spaces **S1, S2, S3, S8, S9** – deep fryers are allowed in **SELF CONTAINED TRAILERS ONLY (NO TENTS)**
- Spaces **S5, S6, S7** – deep fryers are allowed in self contained *trailers OR tents*.
- Space **S4** is designated for selling ice cream only. **NO FRYERS ALLOWED**

XXII. INSURANCE REQUIREMENTS

- A. All vendors and exhibitors who are accepted each year to participate in the Fair shall submit the required proof of comprehensive general liability insurance, including products liability for vendors selling ingestive items or products applied to the skin, with all particulars, to the Fair management on or before June 1st of the year of the Fair.

1. The County of Monmouth shall be named as the additional insured on said vendor's or exhibitor's Certificate of Insurance.
2. The dates established for each year's Fair, for which a vendor's or exhibitor's product and operation liability insurance is to be valid and in effect, shall be stated on said Certificate of Insurance.
3. The County of Monmouth, through the Monmouth County Board of Recreation Commissioners, shall be provided with at least 30 days' written notice of cancellation or material changes in any policy or endorsement. Said notice shall be made immediately whenever a cancellation or material change is made less than 30 days before the Fair officially begins.
4. The Fair Management will offer a waiver of insurance requirement to artists and craftsperson, professional or amateur, displaying and selling handmade craft items.

XXIII. HOLD HARMLESS PROVISION

- A. All exhibitors and vendors shall understand and agree that the Fair Management, the Monmouth County Board of Recreation Commissioners, the Monmouth County Board of Chosen Freeholders and their agents and employees shall be held harmless from any liability arising from the use of exhibit or vending space(s).

- B. It is further understood and agreed upon that neither the Fair Management, the Monmouth County Board of Recreation Commissioners, the Monmouth County Board of Chosen Freeholders nor their agents shall be responsible for any loss, damage or injury due to theft, fire, explosion, vandalism, or arising out of failure of electric power or related equipment, or for any act or force of nature, civil commotion or disasters of any kind, or for any other condition beyond their control resulting to persons, equipment, merchandise, display or exhibitor/vendor space contents.
- C. The vendor understands that the Fair is an outdoor event and as such the property and the person of the vendor shall be subject to the elements. Vendor acknowledges and understands that the Monmouth County Board of Recreation Commissioners, the Monmouth County Board of Chosen Freeholders, and the County of Monmouth, does not and cannot assume any responsibility for the natural effects of the weather, winds, rain, or other causes, directly or indirectly, which are sometimes referred to as Acts of God.
- D. All exhibitors and vendors shall assume all responsibilities for any damage resulting from the operation of their exhibit, product or service. All exhibitors and vendors shall be liable for any violation of law and none shall have claim upon the Monmouth County Board of Recreation Commissioners, the Monmouth County Board of Chosen Freeholders, or their agents. Insurance coverage desired by an exhibitor or vendor shall be at his/her own expense.

XXIV. CONDITIONS OF EXHIBITOR/VENDOR SPACE

All exhibitors and vendors at the Fair shall agree to and abide by the conditions as set forth below:

- A. All exhibitors and vendors shall be subject at all times to inspection by the Fair Management as to the proper and legal conduct of the business, activity or display for which a permit has been issued. The Fair Management reserves the right to require Exhibitors and Vendors to remove from their displays any item(s) judged to be inappropriate for or offensive to a family theme. The Fair Management shall be the sole judge, with power to annul an exhibitor's or vendor's permit immediately, without recourse, when in the best interest of the operation of the Fair.
- B. No alcoholic beverages or controlled substances shall be sold, consumed or possessed on the Fairground by any exhibitor or vendor or their agents and employees. The sale of tobacco products will not be allowed on the Fairgrounds.
- C. No counterfeit products will be permitted to be sold at the Fairgrounds. Selling counterfeit products will be cause for your permit(s) for space to be revoked and you will be escorted off the fairgrounds and punishable by law.
- D. No trailers are permitted under tent cover.
- E. Smoking will not be permitted in any vending space, food or commercial areas.
- F. Cooking is not permitted in any commercial space at any time.

- G. All exhibitors and vendors shall be prohibited from selling, distributing or possessing fireworks of any kind, items that explode upon percussion (caps, “bang torpedoes”, stink bombs, etc.) firearms, toy guns of any kind, knives of any sort, martial arts paraphernalia, flammable sprays, super soaker type water guns, silly string spray or any items intended to inflict bodily harm or discomfort. Any other products that are judged by the Fair Management to be undesirable for the best interest of the Fair shall not be allowed.
- H. All exhibitors displaying gasoline/diesel-fueled machinery/equipment shall have no fuel in the tanks and shall disconnect/remove batteries so as to prevent the starting of said machinery/equipment, unless written approval to do otherwise has been granted by the Fair Management.
- I. All cylinders/tanks containing flammable/combustible compressed gas, used for any exhibit or vending purposes, shall be prohibited from being located under tent cover.
- J. Any procedure that causes the piercing of a person’s skin will not be allowed. This includes such procedures as ear piercing and permanent tattooing.
- K. Animals that are not an integral part of an exhibit will not be allowed on the Fairgrounds. Fair Management must be notified prior to Fair and given approval if any animal is to be a part of an exhibit.
- L. Employees of the Monmouth County Park System and members of their immediate household are not permitted to engage in any profit-making activity associated with this event.
- M. No beverages may be served or sold in glass containers. However, vendor may pour beverages from glass containers into paper cups. Beverages may be served in aluminum cans, plastic bottles or paper cups. No Styrofoam of any kind will be allowed on the Fairgrounds.
- N. Helium-filled balloons and other helium-filled devices may not be displayed, sold or given away or released from the Fairgrounds. These inflated devices have been found to cause the death of already endangered whales and sea turtles.

XXV. CONDUCT

- A. Any vendor or exhibitor given 3 official violation notices for Fair Rules and Regulation infractions will not be allowed to participate in the next year’s Fair. Each additional violation notice after 3 will extend this prohibition by an additional year (i.e., 4 violations = 2years, 5 violations = 3 years).
- B. No person shall use threatening, abusive, boisterous, insulting, vulgar, wanton, or indecent language or gesture, nor shall any person engage in any violent, abusive, vulgar, wanton, or otherwise disorderly conduct tending to disturb the peace, or to disturb or annoy others, or to create a nuisance within a County Park or Recreation Area.

- C. No person shall resist any agent or officer of the Board of Recreation Commissioners in the discharge of his duty, or fail or refuse to obey any lawful command of any such officer or agent, or in any way interfere with or hinder any such agent or officer from discharging his duty.

XXVI. PASSES

1. Exhibitor Entrance Passes

- a. Each exhibitor and vendor shall be entitled to receive a limited number of Exhibitor Passes to enter the Fair, at no charge.
- b. It shall be the responsibility of exhibitors and vendors to distribute and/or to arrange transfer of Exhibitor Passes issued to them amongst those who shall be actively engaged in operating the assigned exhibit or vending space(s) on any given day of the Fair. Exhibitor Passes used by persons to enter the Fair for any other reason shall be surrendered immediately and no additional or replacement passes shall be issued.
- c. Requests by an exhibitor or vendor for any additional Exhibitor Passes shall be considered upon written request, in which reasons must be stated, subject to approval by the Fair Management. Said written requests, along with any fees for the additional passes, shall be submitted to the Fair Management, in care of the Monmouth County Park System, no later than 10 days before the Fair officially begins.

2. Vehicle Parking Passes

- a. Each exhibitor and vendor shall be entitled to one (1) Vehicle Pass, which will permit access to the designated exhibitor parking area on the Fairgrounds.
- b. A Vehicle Pass is for the vehicle only to enter the park in the designated exhibitor parking area at the Center Street entrance; the driver and each passenger within must possess a valid Exhibitor/Vendor Pass to obtain admission into the Fair at this entrance.
- c. Any vendor/exhibitor having an unauthorized reproduction of an exhibitor parking pass in their possession will lose their privilege of parking in the vendor/exhibitor parking area for the duration of the Fair and will receive a violation notice.

XXVII. REFUNDS OF PAYMENTS AND CANCELLATIONS

- A. No refund of any payment(s) made for space by any exhibitor or vendor who cancels his/her reservation for an exhibit or vending space shall be made by the Fair Management.

- B. Any exhibitor or vendor who fails to set up for the Fair by the date and time specified shall forfeit the space(s) assigned and no refund of payment(s) for said space shall be given by the Fair Management to the exhibitor or vendor concerned. Fair Management will review each occurrence and make an appropriate decision.
- C. No refunds shall be granted by the Fair Management, the Monmouth County Board of Recreation Commissioners, the Monmouth County Board of Chosen Freeholders and their agents nor shall any exhibitor/vendor be entitled to a refund on account of any loss or reduction in exhibit/vending hours as a result of, but not limited to, theft, fire, explosion, vandalism, or arising out of failure of electric power or related equipment or for any act or force of nature, civil commotions or disasters of any kind, or for any other condition beyond their control resulting to persons, equipment, merchandise, display or exhibitor/vendor space contents, which result in the fair being delayed or cancelled.

XXVIII. EXHIBITOR AND VENDOR MAILING LISTS

After each year's Fair has ended, the Fair Management shall prepare a mailing list of exhibitors and vendors who are qualified to receive advance information and materials that pertain to the next year's Fair. Exhibitors and vendors will remain on the mailing list for two years unless otherwise requested. Exhibitors and vendors on this mailing list shall be the following:

- A. All exhibitors and vendors in good standing who participated in the Fair just ended.
- B. All qualified exhibitors and vendors who were placed on a waiting list to participate in the Fair just ended.
- C. All qualified exhibitors and vendors who request to be placed on said mailing list.
- D. Qualified exhibitors and vendors not included in the above who are regarded as a welcome addition to the Fair by the Fair Management.

XXIX. EXHIBITOR AND VENDOR AGREEMENT

- A. Exhibitors and vendors shall be responsible for reading and agreeing to all terms of the Rules and Regulations governing exhibitors and vendors on which are stated certain responsibilities and conditions to be upheld and agreed to by applicants or their agents in order to participate in the Fair.
- B. Upon manually signing the Application for Space, the exhibitor or vendor accepts the terms of the Rules and Regulations as stated.

XXX. ENFORCEMENT

Failure to abide by the above Rules and Regulations could result in the revocation of a vendor's permit and privileges.

The Fair Management shall be the sole judge in enforcing rules and regulations for the best interest of the Fair.

Employees of the Board of Recreation Commissioners are vested with police authority and empowered to make and enforce County Park Rules and Regulations. Rules applying to special conditions or situations within an individual County Park, or Recreation area may be supplemental to the County Rules and Regulations. When special rules apply, they shall be posted in affected areas.

County Rules and Regulations are promulgated in accordance with provisions of New Jersey Revised Statutes Title 40, Chapter 12-6 (NJRS 40: 12-6), which reads as follows:

“The Board of Recreation Commissioners shall have full control over all lands, playgrounds and recreation places acquired or leased under the provisions of Section 40:12-1 to 40:12-9 of this Title and may adopt suitable Rules, Regulations, and By-Laws for the use thereof, and the conduct of all persons while on or using the same, and any person who shall violate any such Rules, Regulations, or By-Laws shall be deemed and adjudged to be a disorderly person.”

The police authority of Park System employees is also specified in Title 40, Chapter 12-6:

“The custodians, supervisors and assistants appointed by the Board shall, while on duty and for the purpose of preserving order and the observance of the Rules, Regulations and By-Laws of the Board, have all the power and authority of police officers of the respective municipalities in and for which they are severally appointed.”