



## **MONMOUTH COUNTY FAIR**



## **VENDOR FREQUENTLY ASKED QUESTIONS**

### **How do I apply to become a vendor at the Monmouth County Fair?**

Anyone interested in becoming a vendor at the Fair must send in a completed vendor application. There are two different applications to choose from: Food/Snack or Artist/Crafter/Exhibitor. Applications must be filled out completely and with all attachments. Please follow the application specific checklist to ensure that your application is complete and that it reaches the Vendor Committee.

### **Which application do I need to submit?**

Any vendor preparing food at the Fair should look to see if their food choices qualify for “Snack” vendor or “Main Food” vendor. Pre-packaged/labeled food may be able to be sold in the exhibitor areas. Any vendor wishing to be a “Craft” vendor should look at the craft qualifications on Page 2 of the Artist/Crafter/Exhibitor application. All exhibitors should clearly describe their product/service on the Exhibitor application.

### **Do I have to be present at the lottery drawing?**

No, you do not need to be present at the lottery; we will make space selections based on your application. You may choose to be present to make alternate selections if spaces fill before your application is drawn. Only the applicant listed on the application may speak during the lottery.

### **I missed the lottery; can I still be a vendor at the Fair?**

YES, if there are available spaces and we have not reached our quota for your vendor type. Please contact a member of the vendor committee to determine availability or to be placed on a waiting list.

### **When is the last day I can sign up?**

Vendor selection for our event begins with a public lottery drawing and ends when all spaces have been assigned. We encourage vendors to apply for space in time to be included in the lottery drawing for best space selection. Completed applications received after the lottery date will be assigned space as available.

## **Can I send in more than one application?**

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 the applicant will forfeit the opportunity to participate in the Monmouth County Fair.

## **Is the price listed for all five days or per day?**

The fees listed are for all five days of the Fair. We do not offer single day spaces as our vendor spaces are only sold for the entire duration of the Fair. This year's Fair hours are:

Wednesday, July 24	4-11 p.m.
Thursday, July 25	4-11 p.m.
Friday, July 26	4-11 p.m.
Saturday, July 27	11 a.m.-11 p.m.
Sunday, July 28	11 a.m.-6 p.m.

## **Is electricity provided at the Fair?**

Electricity is provided to all vendors and is included in the cost of your space. For exact details of service, voltage, and amps, please review pages 15-16 of the Supplemental Rules and Regulations (section XII: Utilities).

## **When is set-up?**

Set-up will be from 12-8 p.m. on Tuesday, July 23<sup>rd</sup> and 8:30 a.m. – 3 p.m. on Wednesday, July 24<sup>th</sup>. Serving/exhibit trailers will be permitted to enter the Fairgrounds beginning at 11:30 a.m. on Tuesday to be properly positioned with towing vehicles removed so normal set-up can proceed promptly at 12 p.m. No other equipment or rental tents may be set-up before 12 noon on Tuesday. Please note that food vendors must be set-up and present in their designated spaces for health and fire inspections no later than two (2) hours prior to opening on the first day of the Fair.

## **Do I need to bring my own table, chairs, etc.?**

Yes. Chair and table rentals are not available.

## **Do you have indoor exhibitor spaces?**

No. Exhibitor spaces in Areas 1, 2, 3, & 4 are 10' wide x 12' deep and are under big top tent cover. Many vendors choose to also set up a pop-up tent in their space (to define their space, add their logo, etc.), but it is not necessary. If you do choose to bring a pop up tent, you might want to consider adding lighting under the tent, as it will block out the hanging lighting provided under the big top (especially if the pop up has a dark colored top). The tent and all of your items must fit within your assigned space.

## **Where can I park? Is there a fee?**

Each vendor receives one parking pass that must be picked up at the onsite vendor office at check-in. The pass allows one vehicle to park in the designated vendor parking area so supplies can be brought onto the Fairgrounds during operating hours, if necessary. All other vehicles must park in the free general parking areas.

## **Is WiFi available?**

We do not supply WiFi at the Fairgrounds, but you may be able to connect to a hotspot if you have one of the big carriers.

## **I have a question that is not listed here. Who can I contact for assistance?**

Please contact one of our Vendor Committee members:

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