



METUCHEN AREA CHAMBER OF COMMERCE
53rd ANNUAL METUCHEN COUNTRY FAIR APPLICATION
2016 Theme: CLASSIC TELEVISION

Event Date + Time	Saturday, October 1 st , 10am – 4pm
Rain Dates	Saturday, October 8 th + 15 th
Early Registration	\$75.00 per 10x10 booth - received before August 15 th
Registration Fee	\$90.00 per 10x10 booth - received after August 15 th
Last Day to Register	September 15 th

Name of Chamber Member Business or Non- Profit Organization:

Address _____

City _____ State _____ Zip _____

Contact Person(s): _____

Email address: _____

Alternate email address _____

Phone #: _____ Cell Phone #: _____

List Items for Sale or Display _____

Same Location Requested? _____ Total # of 10' x 10' Booth Spaces Required? _____

If using an outside vendor, provide info here or attach sheets as necessary: _____

Additional notes: _____

Signature X _____ Date _____

I have read and agree to the Country Fair Exhibitor Rules and Regulations listed. I also agree to fulfill all New Jersey requirements in connection with all sales.

NOTE: All spaces must be pre-paid. Space is limited, so please book your booth space(s) as soon as possible. Maps, directions, and check-in instructions will be sent via email seven (7) days prior to the Fair. Thank you.

MAIL this completed form with your BOOTH PAYMENT to:
Metuchen Area Chamber of Commerce; 323 Main St, Suite B; Metuchen, NJ 08840
732-548-2964 • metuchenchamber@optimum.net

FOR OFFICE USE ONLY:	BOOTH ASSIGNMENT
Paid/Method: _____	
Constant Contact: _____	
Spreadsheet: _____	



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ANNUAL METUCHEN COUNTRY FAIR EXHIBITOR RULES and REGULATIONS

1. THE METUCHEN AREA CHAMBER OF COMMERCE, is individually and collectively referred to herein as “THE CHAMBER”. These Rules and Regulations constitute an essential part of this Contract for exhibit space between Exhibitor who is a current Metuchen Area Chamber of Commerce member in good standing or a non-profit organization and THE CHAMBER. THE CHAMBER reserves the sole right to render all decisions and interpretations and to establish further regulations as may be deemed necessary for the overall success and well-being of the ANNUAL METUCHEN COUNTRY FAIR (“EVENT”). Monetary prizes up to \$250 will be awarded on the basis of execution of theme for originality + youth groups at the sole discretion of THE CHAMBER.
2. The Exhibitor agrees not to hold THE CHAMBER, THE CHAMBER Board of Directors, the Borough, their respective employees, contractors, volunteers, and/or agents (collectively referred to as the “EVENT MANAGEMENT”), liable in any respect whatsoever, including, but not limited to, with respect to (i) their collective decision either to cancel or to proceed with the scheduled Event; (ii) any cause listed in Article 14 below, and (iii) any claim, accident, loss, or lawsuit, in which Exhibitor may become involved.
3. The Exhibitor is responsible for booth set up and agrees to set-up at least one hour prior to the Event’s opening, and to remain set-up for the entire Event until its closing; to leave with all unsold merchandise, boxes, debris, etc.; and to keep exhibit area clean and safe at all times. Exhibitors must dispose of their trash in the areas designated for disposal and abide by [Borough of Metuchen recycling requirements](#).
4. All exhibits utilizing tables shall have tablecloths extending to the ground. No boxes, extra merchandise or debris should be visible. If a tent is used, it must be weighted down in accordance with Metuchen Office of Emergency Management Guidelines.
5. Distribution of advertising material and Exhibitor solicitation of all kinds shall be restricted to Exhibitor’s booth.
6. Exhibitors wishing to insure goods must do so at their own expense. The EVENT MANAGEMENT assumes no responsibility for, nor guarantee of the safety of, the property of Exhibitor, its agents and their employees, against theft, damage from fire, accident, or any other cause whatsoever; and Exhibitor expressly agrees to indemnify and hold harmless the EVENT MANAGEMENT from any or all liability resulting from injuries or damages to Exhibitors and/or their agents and employees wherever located, and/or attendees, while within Exhibitor’s space.
7. Exhibitor shall be bound by all pertinent laws, codes and regulations of the Borough of Metuchen and other authorities having jurisdiction over said Event, and shall fulfill all municipal, state, and federal requirements including filings in connection with all business activities and all sales. A designated member(s) of the sponsoring organization must be present and in charge of the booth at all times during THE EVENT.
8. It is agreed that if Exhibitor fails to comply in any respect with the terms of this Contract, THE CHAMBER shall have the right without notice to Exhibitor to occupy, sell or offer for sale the exhibit space covered by this Contract without any rebate or allowance whatsoever to Exhibitor. Said Exhibitor shall be liable for any deficiency, loss or damage suffered at the Event by reasons herein stated, and without in any way releasing said Exhibitor from any liability whatsoever.
9. No Exhibitor shall arrange his exhibit so as to obscure and/or interfere with nearby Exhibitors, as determined in the sole opinion of THE CHAMBER. This includes, but is not limited to, Exhibitor’s display, sound system, generators, smoke, noise, audio-visual demonstrations, etc.
10. No electricity is to be supplied to Exhibitor. Exhibitors may not access electricity from Borough of Metuchen street lamps. Only Exhibitor’s quiet generators with ratings of 59 decibels or less are permitted. Exhibitors intending to utilize a generator must notify THE CHAMBER at least seven (7) days in advance of the Event via email to: metuchenchamber@optimum.net.
11. Exhibitor’s exhibit or product may not extend beyond the limits of Exhibitor’s booth or into any side space, or the sidewalk or street. Booth measurements are approximate.



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12. The EVENT MANAGEMENT reserves the right to decline, prohibit or remove any exhibit which is deemed in its sole and absolute discretion to be out of keeping with the character of the Event; this reservation being all inclusive as to persons, things, products, printed material, conduct, smoke, noise, etc.
13. Exhibitor may display and sell ONLY what is listed on the Application.
14. The EVENT MANAGEMENT will not be liable for the fulfillment of this Contract respecting the delivery of said exhibit space if such non-delivery is due to any of the following causes: public enemy, war or insurrections, local or regional civil disturbances, strikes, fire, the authority of the law, by reason of an act of God, inclement weather; or for any cause beyond the EVENT MANAGEMENT's control. The Event may not be held liable if, in the sole opinion of the EVENT MANAGEMENT, there exists a threat of unsafe conditions or if conditions are deemed to be unsafe. If the Event is cancelled, the Event will be rescheduled to the rain date(s); and there will be neither refunds nor credits of any kind. If an emergency occurs that requires an evacuation of the EVENT AREA, Exhibitors will be notified using mobile public address systems operated by the Metuchen Office of Emergency Management. It is critical that everyone acts immediately to follow instructions, and Exhibitors must have a plan in place to secure money or valuable property.
15. There is a firm no refund policy that applies to all Contracts.
16. The EVENT MANAGEMENT shall have full power in the endorsement and interpretation of all the rules and regulations contained herein, and the power to make amendments and further rules and regulations as it considers necessary for the proper conduct and success of the Event.
17. Exhibitor may not assign its Contract for exhibit space nor permit any other person or firm to use or share part of such space without prior permission of THE CHAMBER, which may be withheld in its sole and absolute discretion for any or no reason whatsoever. Organizations who wish to use outside vendors in lieu of their own volunteers must request permission to do so from the THE CHAMBER at least seven (7) days in advance of the Event. If approved, there will be an additional charge of \$150 per booth space. If the Chamber does not respond to the request, it shall be deemed a denial.
18. Helium tanks must be anchored at all times in a vertical position to avoid tipping in accordance with Metuchen Fire Safety Bureau requirements.
19. Exhibitors with Live Animals are required to deliver a current and valid Certificate of Insurance to THE CHAMBER one-month before the Event, naming the EVENT MANAGEMENT as Additional Insureds.
20. Smoking is not permitted in the exhibit area.
21. The Solicitation of other Exhibitors is not permitted.
22. All Food-Vendors are required to deliver a current and valid Certificate of Insurance to THE CHAMBER one-month before the Event, naming the EVENT MANAGEMENT as Additional Insureds. All Food-Vendors must comply with the County of Middlesex Department of Public Safety & Health Regulations including the filing of all necessary [permits](#) and related fees.
23. A [Metuchen Fire Prevention Bureau Temporary Cooking Permit Application](#) should be submitted by Food-Vendors cooking on Day of Event with the designated fee payable to the Borough of Metuchen. Food Vendors using hot fat or oil must reserve three (3) booth spaces and the cooking area must be centrally located. Open flame cooking areas must be equipped with at least one ABC fire extinguisher (minimum 10 lbs). Tabletop cooking requires that 5/8" sheetrock be placed under the cooking area.
24. No Exhibitor may offer any of the following goods or services without the express, written consent of THE CHAMBER, which may be denied in the Chamber's sole discretion for any or no reason: Any food item, beverage, face-painting, temporary-tattoo, ride, game, or any item 'for free' or below market value. The following items are strictly prohibited as items for sale or prizes: water guns, pea shooters, Silly String, caps or cap guns and confetti. The awarding of live animals as prizes is prohibited by law.

THE METUCHEN AREA CHAMBER OF COMMERCE



DEPARTMENT OF PUBLIC WORKS

BOROUGH OF METUCHEN

Tel.: 732.632.8519 • Fax: 732.632.8557 • 44 Jersey Avenue, Metuchen, N.J. 08840

June 2016

Dear Vendor of the Metuchen Country Fair:

Congratulations and good luck with your involvement in the 53rd Metuchen Country Fair. Below are the guidelines, which will be in effect during the day in regards to the disposal of your solid waste, and recycling.

A garbage truck will be located in each alley on the west side of Main Street. These trucks will be for **garbage only**. Vendors will be permitted to bring their garbage to these trucks to dispose of their garbage at any time during the day. Recycling containers are available for disposal of commingle **cans and bottles and paper products only**. Public Works personnel will be around to collect garbage throughout the day.

If there are any problems during the Fair, Supervisors and all crew members will be in radio contact. Please find a member of the Public Works personnel or Police force and ask them to contact us. We will respond to your request as soon as possible.

Thank you in advance for your cooperation.

Sincerely,

Department of Public Works



METUCHEN FIRE DEPARTMENT

BUREAU OF FIRE PREVENTION

500 MAIN STREET

METUCHEN, NEW JERSEY 08840

Telephone (732) 767-1147

Telefax (732) 767-1148

GEORGE WALLACE

Fire Official

Headquarters:
503 MIDDLESEX AVENUE

2016 PERMIT APPLICATION

Municipal Code: 1210

Permit #: (to be given by Fire Prevention Bureau after completed)

Name: _____

Organization or Business Name: _____

Address: _____

Email Address: _____

Phone: _____

Type of Permit: Type # 1

Location of Use: Downtown Metuchen

Date of Use: October 1, 2016 (10:00AM – 4:00PM) (Rain Dates October 8th +15th)

Description of Use: Cooking Operations

Code Reference: N.J.A.C. 5:70-2.7 – Permit required

1. If you are dealing with hot fat or oil, you must reserve three (3) booth spaces.
2. Each organization in which open flame cooking is done must be equipped with at least one 10 lb ABC Fire Extinguisher. If tabletop cooking is done, 5/8" sheetrock must be under cooking area. No cooking under tents.
3. If you are using a helium tank, it must be safely anchored in a vertical position in your booth area so it does not tip over.

Fee \$ 42.00

Payable to BOROUGH OF METUCHEN

Applicant's Signature _____

Date Approved _____

By: **George Wallace**
Metuchen Fire Official

500 Main Street Metuchen, NJ 08840

Phone 732-767-1147 Fax 732-767-1148

SMOKE DETECTORS SAVE LIVES

BOROUGH OF METUCHEN
500 MAIN STREET
METUCHEN, N.J. 08840

HEALTH DEPARTMENT

TEMPORARY FOOD ESTABLISHMENT

MAKE CHECKS PAYABLE TO: BOROUGH OF METUCHEN

License Category: TEMPORARY FEE: \$10.00

Please fill out sections A and B completely.

A. STAND OWNER INFORMATION

Name/Organization: _____

Contact Person: _____

Home Address: _____

Home Telephone: () _____

List of Food Items Sold: _____

Number of Employees: _____ Male _____ Female

B. EVENT INFORMATION

Name/Location of Event: _____

Owner/Operator of Event: _____

Owner/Operator Address: _____

Owner/Operator Phone Number: () _____

NOTE: LICENSES WILL BE DISTRIBUTED AT EVENT AFTER
INSPECTION.

DATE: _____

Signature of Responsible Person

Print Name of Responsible Person

DOT NOT WRITE BELOW THIS LINE

Date of License: _____ License Number: _____

License Category: Temporary Fee Paid: _____