

Monmouth County  
Park System



# Monmouth County Park System

## Fair Food/Snack Application



Drawing will be held at the Red Hill Activity Center,  
on Red Hill Road, in Tatum Park, Middletown, N.J.

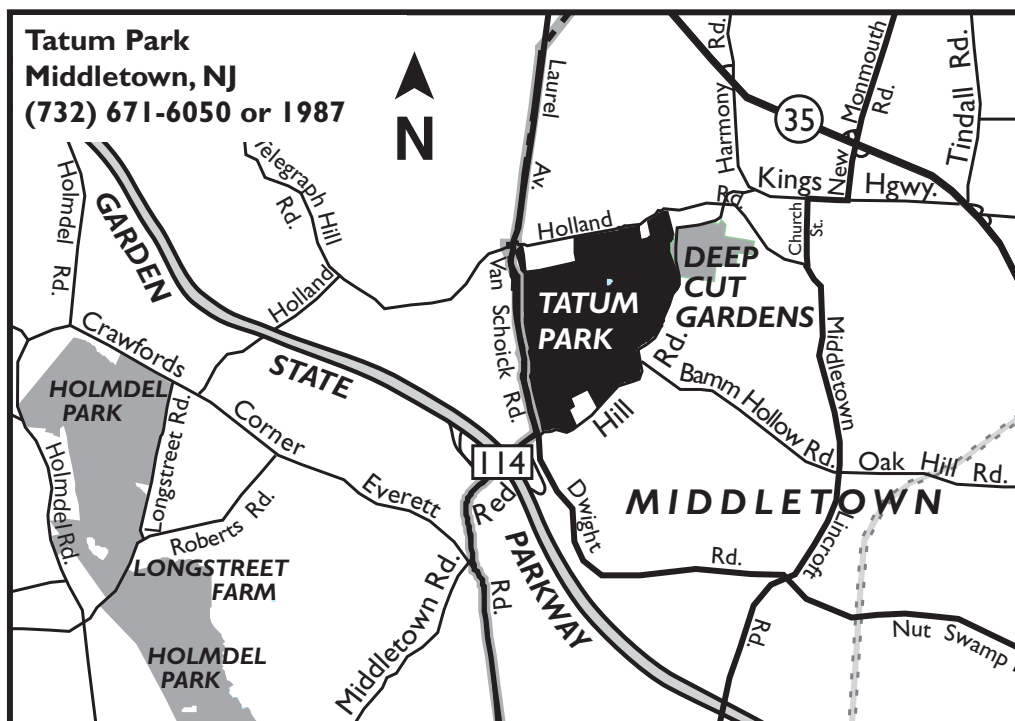
**Food-Wednesday, March 24, 2010.** Snack vendors will be first, then main food.  
**Drawing begins at 9AM.**

### Directions to Red Hill Rd. Activity Center:

**From the Garden State Parkway:** Take Exit 114. Northbound turn right, southbound turn left, onto Red Hill Road north. Continue for 1 mile, Red Hill entrance is on the left. Or, turn left onto Van Schoick, follow for 1 mile and turn right onto Holland Rd.

**From Route 35:** Northbound turn left, southbound turn right onto Laurel Avenue (in Holmdel). Follow for 1.5 miles, turn left onto Holland Road and follow to park entrance on right for Holland Activity Center. Continue on Holland Road and turn right on Red Hill Road, for the park's main entrance.

Deep Cut Gardens will be directly across the street from the entrance of the Red Hill Activity Center.





## Monmouth County Fair Food Vendor Checklist

In order to be **eligible** for the **lottery** drawing, the following items **must be included** in your application envelope. **Failure** to supply any of these items will result in **placement** on the **waiting list** for a food vending spot.

1. Complete and manually sign application. Clearly mark application with choices for main food items **OR** choices for snack items.
  
2. Legible copy of applicant’s current drivers license both front and rear. In addition, if Drivers license is not a photo license, you must provide an additional and separate official government issued form of photo identification (such as a passport, county ID, state ID).
  
3. Complete and manually sign the “Certification to Prevent Certain Convicted Sexual Offenders Entrance to the Monmouth County Fairgrounds”.
  
4. Include at least a 50% down payment for the most expensive space you are requesting (payment made payable to the Monmouth County Board of Recreation Commissioners). Payments **MUST** be made with **certified check** or **money order ONLY**.
  
5. Attach a copy of State of New Jersey Sales Tax Certificate of Authority.
  
6. Complete Freehold Township Health Department application and include a check for \$25.00 made payable to the Freehold Township Health Department.
  
7. Proofs (2) of Monmouth County residency (if claiming such).  
Acceptable forms of address are as follows:  
A 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, and/or college report card or transcript containing your address issued within the past two years. Note: mail addressed to P.O. boxes is not accepted as proof of address.
  
8. Place in envelope marked “**County Fair - Main Food Application**” or “**County Fair – Snack Food Application**”

Application envelopes **not clearly marked** may not reach the Vendor Committee for the March 24th lottery drawing. Be sure your mailed envelope reaches us by 4:30PM, Tuesday, March 23, 2010 at 805 Newman Springs Road, Lincroft, N J 07738-1695 or hand-deliver to Vendor Committee member Patti Conroy (or designee) at Dorbrook Recreation Area Visitor Center, Colts Neck, NJ.

**We will accept hand-delivered applications on March 24, 2010 prior to start of 9am drawing at the drawing site ONLY.** Applications arriving anywhere else, by any other means, on March 24th will not be included in the drawing.

NOTE: Drawing site for 2010 is the Red Hill Activity Center, Red Hill Road, Middletown, NJ (directions to site included with this mailing).



February 2010

Dear Food Vendor:

We are pleased to offer you the opportunity to participate in the 36th Annual Monmouth County Fair to be held July 21 through July 25, 2010.

**To apply for vending space, please do the following:**

1. Read carefully all of the enclosed information.
2. Attach a copy of your State of New Jersey Sales Tax Certificate of Authority. Only one food vendor per New Jersey Sales Tax Certificate will be permitted to apply for a food vending space. New Jersey Sales Tax Certificates can be obtained through the New Jersey Division of Taxation at (609) 292-1730 or [www.state.nj.us/treasury/revenue/busform1.htm](http://www.state.nj.us/treasury/revenue/busform1.htm).
3. Monmouth County residents shall receive a reduced rental fee. If submitting application as a Monmouth County resident, also please submit two (2) proofs of residency.
4. Complete the Monmouth County Fair Food Vendor Application and mail it with at least a 50% deposit for the most expensive space applied for which you have applied.
5. Complete the Freehold Township Health Department application and include a check for \$25.00 made payable to Freehold Township Health Department.
6. **Vendor must write on the outside of the envelope whether the enclosed application is for "Snack" or "Main Food". Envelopes must be received beginning March 8, 2010 through March 23, 2010 by 4:30 PM at 805 Newman Springs Road, Lincroft, NJ 07738-1695. Prior to March 24th, any hand-delivered applications must be given directly to Vendor Committee Member Patti Conroy or designee at Dorbrook Recreation Area, Colts Neck, N.J. Additionally, envelopes may be hand-delivered to the Vendor Committee March 24th at the drawing site prior to the start of the 9AM drawing.**
7. Read in its' entirety and complete the Certification to Prevent Certain Convicted Sexual Offenders Entrance to the Monmouth County Fairgrounds.
8. Send a legible copy of your applicant's current driver's license both front and back. In addition, if driver's license is not a photo license, you must provide an additional and separate official government issued form of photo identification (such as a passport). The applicant's name must match exactly with the driver's license.

Vendor selection will begin on March 24, 2010 and proceed as follows:

1. At 9:00 AM, all applications received will be placed into a revolving drum and drawn by lottery. The lottery is open to all vendors and will be conducted at Tatum Park Red Hill Road Activity Center, Red Hill Road, Middletown, NJ. See Monmouth County Fair Food Vendor Fact Sheet for procedure.
2. If applications remain after all spaces are filled or quotas are met, the drawing will continue. Unsuccessful applicants will receive a number as drawn and be placed on a waiting list according to the order they are drawn.
3. Vendors will be notified of their status as soon as possible after the selection process is complete. This could take up to a week's time after the applications are checked once again for completeness and duplications.

## **IMPORTANT INFORMATION:**

1. Electric in the "J" spaces provides 220 volts at 50 amps. Generators are not permitted in these four corner spaces. **(see page 11 or 14 for details)**
2. Upon selection, all vendors must provide a certificate of insurance, which specifically names the County of Monmouth as additional insured as well as listing the dates and location of the Fair. The dates need to include the set-up date as well as the take-down date. THIS CERTIFICATE MUST COME DIRECTLY FROM THE VENDOR'S INSURANCE AGENCY. Insurance is due June 1, 2010 (see attached sample on page 10).
3. No refunds will be made once a vendor is assigned a space.
4. Beverages may **NOT** be served or sold in glass containers. Beverages may be served in aluminum cans, plastic bottles or paper cups. **NO STYROFOAM OF ANY KIND WILL BE ALLOWED ON THE FAIRGROUNDS.**
5. **For safety purposes, all cooking equipment, including grills and slicers, must be set back at least 5 feet from edge of booth or be protected from public access by a non-movable barrier that extends from the ground to a minimum of 5 feet above the ground.**
6. By order of the Fire Marshall propane tanks at snack spots must be fenced in with a five-foot buffer between the tanks and the public. All propane tanks must be securely chained and locked to a metal post driven into the ground.
7. **Set-up will take place from 12 noon – 8pm on Tuesday, July 20<sup>th</sup> and 8:30am- 3pm on Wednesday, July 21<sup>st</sup>. No rental tents can be set-up before 12 noon on Tuesday, July 20<sup>th</sup>.**
8. **The Monmouth County Park System is celebrating our 50<sup>th</sup> Anniversary. As part of this celebration, we would like each vendor to offer a 50<sup>th</sup> Anniversary Special one day during the fair.**

## **IMPORTANT RULES AND REGULATIONS CHANGES:**

1. **Personal checks are not accepted** for down payment or final payment for any main or snack food space. We will accept **money orders or certified checks ONLY.**
2. **Auxiliary generators** allowed in food spaces must comply with Regulation XV, C, of enclosed Supplemental Rules and Regulations Governing the Monmouth Fair.
3. All signs must be done in a legible and professional manner. Signs judged unacceptable **MUST** be replaced. The Vendor Committee will make available acceptable signs at a fee of \$125 per sign. If we must supply a sign, it will be black on white, 11" x 14" laminated, and have a maximum of 5 lines (X section E of the Rules and Regulations for more details).
4. It is important that fair vendor applicants read and understand Rule number VII, A & B of the enclosed Rules and Regulations packet.

We are looking forward to receiving your application. If you need further information, feel free to call any one of the Exhibitor/Vendor Committee at the numbers listed below:

Patti Conroy (732) 542-1642 x24  
Jim Butler (732) 542- 1642 x27  
Ann Marie Osnato (732) 842-4000 x4356  
Bob Ward (732) 542-1642 x23  
Erika Bozza (732) 946-2669

Sincerely,  
Vendor/Exhibitor Committee  
2010 Monmouth County Fair



**2010 MONMOUTH COUNTY FAIR APPLICATION  
JULY 21-25, 2010  
FOOD VENDING SPACE**

FOR OFFICE USE
Program #:
Amount due
Amount paid
Balance due

**ALL INFORMATION MUST BE COMPLETED FOR SPACE CONSIDERATION.**

**Applicant is: (circle one)**

- \* **Monmouth County Resident (Proof required, see attached Fact Sheet item # 2)**
- \* **Non-Monmouth County Resident**

Applicant's Legal Name: \_\_\_\_\_ Home Phone # \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip

Applicant's

Home address: \_\_\_\_\_  
Street

**MAIN FOOD VENDOR** - Vendors who prepare, package or offer a maximum of three food items on-site for on-premise consumption with or without beverages. Outdoor Space - 20' x 20' (no tent provided).

	County Resident	Non-Resident
Row F (Area 6)	\$ 1575	\$ 2635
Row K (Area 5)	\$ 1750	\$ 2815
Corner J (Area 5)	\$ 2465	\$ 3685

**SNACK FOOD VENDOR** - Vendors that sells two types of snack food items and/or beverage. Outdoor Snack Pads - 20' x 20' (no tent provided).

	County Resident	Non-Resident
Snack Space "S"	\$ 1510	\$ 2350

**SPACE SELECTION - PLEASE PRINT**

**FOOD VENDORS OCCUPYING A CORNER SPACE IN OUTDOOR AREA #5 MUST SERVE FROM BOTH SIDES OF BOOTH THAT FACE AISLES.**

1st Choice \_\_\_\_\_ 3rd Choice \_\_\_\_\_

2nd Choice \_\_\_\_\_ 4th Choice \_\_\_\_\_

**IMPORTANT NOTE: FOOD VENDORS MUST ACCOUNT FOR THE TOTAL DIMENSIONS OF THEIR UNITS AND EQUIPMENT. NO EXTENSION INTO ADJACENT SPACE WILL BE PERMITTED. A 16' X 16' TENT IS PREFERRED BY THE FAIR COMMITTEE.**

**SPACE ASSIGNMENTS:** A lottery drawing will be used to select vendors and will take place on March 24, 2010. No vendor will be assigned a space until the dated and signed Application for Space, Temporary Food Establishment Application and fee, Photo ID, Affidavit to Prohibit Certain Sexual Offenders, NJ Sales Tax Certification of Authority, and down payment for space have been received by the Fair Management. See Monmouth County Fair Fact Sheet for reservation procedure. 4 of 14

**FOOD/SNACK VENDOR SELECTION** (*Vendor may apply for main food drawing OR snack drawing but not both*). Items will be assigned in order of preference.

**MAIN FOOD ITEMS:** (Number in order of your preference, maximum of 4 choices. A total of 3 items will be assigned, 1 item per round). Only ONE of each item type will be allowed in each food pad (the 4H food booth is exempt from these restrictions). All main food vendors may sell straight, curly, steak or sweet potato fries and fresh squeezed lemonade. **(French fries cannot be included as first choice item, but they count as one of your items).**

Funnel cake _____	Hot dogs & hamburgers _____
Fried Vegetables/Blooming Onion _____	(Including vegetarian alternative) _____
Steaks (philly, rib eye, etc.) _____	Roast Beef / London broil _____
Sausage & peppers _____	Shish-ka-bob (on a stick-any meat) _____
Zeppoli _____	Fried chicken (nuggets, etc) _____
Pizza _____	Gyros (any meat) _____
Grilled chicken _____	Specialty Fries (Butterfly) _____
Calzone & Stromboli _____	Cold sandwich/Sub _____
Ribs (pork or beef) _____	Seafood (be specific) _____
Pulled Pork _____	Salads (be specific) _____
Stirfrys (be specific) _____	Other(cannot be first choice) _____

**SNACK ITEMS:** (Number in order of your preference, maximum 3 choices. A total of 2 items will be assigned, 1 item per round). Only ONE of each snack food will be allowed, the exception is hard/soft ice cream/yogurt - **we must have one soft ice cream and one hard ice cream vendor**, and we will take two Italian Ice vendors if selected. (Ice Cream vendors can also sell pre-packaged ice-cream).

Ice slushy/Smoothie/fresh fruit drinks(excluding lemonade)\_\_\_\_\_ Pretzels\_\_\_\_\_ Popcorn\_\_\_\_\_

Nachos\_\_\_\_\_ Roasted Nuts\_\_\_\_\_ Cotton Candy\_\_\_\_\_ Fruit\_\_\_\_\_ Fudge Puppies \_\_\_\_\_

Candy/Caramel Apples\_\_\_\_\_ Ice cream/yogurt \_\_\_\_\_ Italian ice\_\_\_\_\_

Specialty/Flavored coffees \_\_\_\_\_ Kettlecorn\_\_\_\_\_ Churros\_\_\_\_\_ Crepes\_\_\_\_\_

Old-Fashioned Soda \_\_\_\_\_ Cake/pie\_\_\_\_\_ Cookies\_\_\_\_\_ Chocolate dipped fruit \_\_\_\_\_

**PAYMENTS AND SCHEDULES:** A down payment of at least 50% of the total fee for most expensive space applied for will be accepted by the Fair Management to reserve space. Cashiers checks or money orders are to be made payable to the MONMOUTH COUNTY BOARD OF RECREATION COMMISSIONERS and sent to the: Monmouth County Park System, 805 Newman Springs Road, Lincroft, NJ, 07738-1695 along with this signed and dated application. Down payments and completed applications for space must be received before the drawing on March 24th (please refer to #6, pg. 2). Vendor selection will be made on March 24, 2010. Balance due for all spaces and Certificate of Insurance must be received by Fair Management no later than June 1, 2010. Failure to remit the balance by June 1, 2010 may result in a forfeiture of the down payment and the space reserved.

**THE UNDERSIGNED HEREBY APPLIES FOR FOOD VENDING SPACE AT THE MONMOUTH COUNTY FAIR AND HAS READ AND FULLY UNDERSTANDS THE ENCLOSED RULES AND REGULATIONS GOVERNING EXHIBITORS AND VENDORS AT THE MONMOUTH COUNTY FAIR AND AGREES TO ACCEPT WITHOUT OBJECTION ALL THE TERMS AND CONDITIONS AS STATED.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



## MONMOUTH COUNTY FAIR FOOD VENDOR FACT SHEET

**FAIR DATES:** July 21 through July 25, 2010

**LOCATION:** EAST FREEHOLD PARK, KOZLOSKI ROAD, FREEHOLD TOWNSHIP, NJ

### HOURS OF OPERATION:

Wednesday, July 21	5:00 PM to 11:00 PM
Thursday, July 22	5:00 PM to 11:00 PM
Friday, July 23	5:00PM to 11:00 PM
Saturday, July 24	11:00 AM to 11:00 PM
Sunday, July 25	11:00 AM to 6:00 PM

### 1. SUBMISSION DUE DATES

A. The following must be included with the Application for Space in order to be considered complete. Applications must be received beginning March 9th through 9 AM, Tuesday, March 25, 2010 (see #6, pg.2 for details):

1. Application for Space - completed, signed and dated.
2. If applicable proof of Monmouth County residency.
3. Copy of State of New Jersey Sales Tax Certificate of Authority.
4. Food Handler's Application/License - completed, signed, dated and accompanied by a check for \$25 made payable to Freehold Township Health Department.
5. **Certified check** or **money order** for minimum 50% down payment for most expensive space applied for, made payable to "Monmouth County Board of Recreation Commissioners". We will **not accept personal checks** for any payment.
6. A legible copy of current Drivers License both front and back. In addition, if Drivers License is not a photo license, you must provide a separate official government issued form of photo ID (such as a passport, County ID or State ID). The applicant's name must match exactly with the non-photo driver's license and one form of photo identification.
7. Complete the Certification to Prevent Certain Convicted Sexual Offenders Entrance to the Monmouth County Fairgrounds.
8. Complete the Statement of Ownership Form.

B. The following must be received on or before June 1, 2010.

1. All balances due for space payment.
2. Proof of Comprehensive General Liability Insurance submitted directly from Insurance Agency. Insurance must also include Product Liability. Insurance must specifically name the County of Monmouth as additional insured as well as listing the dates and location of the Fair (see sample on back of page 12).

### 2. PROCEDURE FOR APPLICATION AND SPACE ASSIGNMENT

Applications and payment for exhibit and vending space in the Fair shall be accepted by the Fair Management. Each year 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 as:

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.
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.

A maximum of three (3) items for main food, and two (2) items for snack vendors will be assigned.

As envelopes containing applications and payments for space are received, they are numbered and a corresponding ticket is 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 applicant will be placed and choose their first food/snack item based upon the order that they were drawn. Second items will be chosen in reverse order and third choice for main food in the original order. 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.

### 3. LOCATION OF EXHIBITORS AND VENDORS

The Fair Management shall limit the physical location of two (2) or more exhibitors or vendors having the same or similar type of item, product or service to a minimum of ten (10) feet from each other in any direction.

### 4. EXHIBITOR AND VENDOR SET-UP DAY

Beginning at 12:00 Noon until 8:00 PM on Tuesday, July 20, 2010, the Fairgrounds will be opened for exhibitors and vendors to come set up their display, position units, etc. **NO ONE WILL BE ALLOWED TO ENTER BEFORE 12:00 NOON ON TUESDAY, JULY 20, 2010.** ALL EXHIBITORS AND VENDORS MUST CHECK IN AT THE VENDOR OFFICE BEFORE GOING TO THEIR DESIGNATED SPACE. Exhibitors and vendors with large outdoor trailers are encouraged to arrive between 12:00 Noon and 3:00 PM Tuesday for ease of trailer placement. All food vendors must be set up and ready for operation by two hours prior to fair opening on the designated first day.



## 5. ELECTRICAL SERVICE

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 should be placed up off the ground.

Each corner space in Area 5 is supplied with a MAXIMUM of 220 volt, 50 amp service. GENERATORS WILL BE PROHIBITED IN THESE SPACES. All other spaces in Area 5 and all spaces in Area 6 are supplied with a MAXIMUM of 120 volt, 20 amp service and auxiliary generators will be permitted in these areas **providing they comply with Regulation XV, C of enclosed Supplemental Rules and Regulations Governing the Monmouth County Fair.**

Each snack spaces will be provided with at least 40amps of 110v service. The exception to this will be snack spot 4, which has 20 amps of 110v service. Fair management shall approve the location of all generators. Generator noise should not exceed 65 decibels at maximum load. Fair Management shall be the sole judge in determining acceptable noise levels.

The noise level (decibel or db level) must be low enough so as not to disturb or interfere with adjacent participants. 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, size and type of all generators.

## 6. TENTS

All tents personally provided by the selected vendor must be capable of being set-up so that all components of the tent and tent anchoring system are within a 20' x 20' area. All tents must be flame retardant and have a sewn in legible label stating such.

**All cooking equipment, including grills and slicers, must be set back at least five (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. The Monmouth County Park System and the Monmouth County Fire Marshall shall be the sole and final judges in determining an acceptable, safe space layout.**

## 7. SECURITY

The Fair Management provides reasonable 24-hour security beginning 8:00 AM the day before the Fair officially opens and continuing to 12:00 Noon on the day after the Fair officially ends.

## 8. FIRE MARSHALL MEETING

Prior to the Fair, there will be a Food Vendor Meeting scheduled which you are urged to attend. Your space set up will be reviewed and the Fire Marshall will discuss Fire Rules and Regulations.

## 9. PASSES

All vendors are entitled to only one (1) Vehicle Pass.

## 10. OVERNIGHT FACILITIES

Vendors SHALL NOT remain overnight on the Fairgrounds or in any of the Fairgrounds parking areas.



Certification to Prevent Certain Convicted Sexual Offenders Entrance to the Monmouth County Fairgrounds

This certification is to be filled out by the applicant/ person entering into contract with the Monmouth County Park System in the capacity as a (check one):

\_\_\_\_\_ vendor/exhibitor \_\_\_\_\_ sponsor \_\_\_\_\_ entertainer \_\_\_\_\_ rides/games \_\_\_\_\_ demonstrator

The applicant is solely responsible for all that is contained herein.

Reference is made to Monmouth County Board of Chosen Freeholders Resolution 05-815 Prohibiting Certain Sexual Offenders From Using Monmouth County Facilities Where Children Commonly Gather which is incorporated herewith and made a part of this Certification (see attached):

I, \_\_\_\_\_, of full age, by way of certification in lieu of oath, deposes and says:

- 1. I am not a person over the age of 18 who has been convicted of any crime against a minor as listed in N.J.S.A. 2C: 7-2, or convicted of a similar crime under the 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.
2. I will not allow any person over the age of 18 who has been convicted of any crime against a minor as listed in N.J.S.A. 2C: 7-2, or convicted of a similar crime under the statutes of any other state or nation, and who as a result of said conviction is required to register with the proper authorities pursuant to N.J.S.A. 7C: 7-1, et seq., or required to register with any other state or national authorities, to work at the Monmouth County Fair.
3. I will inform all those over the age of 18 who want to work at the Monmouth County Fair that anyone who has been convicted of any crime against a minor as listed in N.J.S.A. 2C: 7-2, or convicted of a similar crime under the statutes of any other state or nation, and who as a result of said conviction is required to register with the proper authorities pursuant to N.J.S.A. 2C: 7-1 et seq., or required to register with any other state or national authorities, that the penalty for trespassing onto the physical boundaries of any County Facility shall be punishable by a fine not to exceed \$200 and/or imprisonment for a term not to exceed 90 days pursuant to N.J.S.A. 40: 24-2.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Legal Name (Please Print)

Legal Signature

Date:

(Note: The above certification refers to certain convicted sex offenders over the age of 18 who are registered as tier 2 or tier 3 offenders under Megan’s Law. All persons entering into contract with the Monmouth County Park System must check all potential Monmouth County Fair workers through the New Jersey State Police Megan’s Law website at http://www.state.nj.us/lps/njsp/info/reg\_sexoffend.html. For websites in other states, refer to www.klaaskids.org.



## MONMOUTH COUNTY FAIR VENDOR INSURANCE

Below are the insurance requirements that affect each exhibitor and vendor in the Monmouth County Fair. These regulations require your close review and attention. **UNDER NO CIRCUMSTANCES WILL ANY EXHIBITOR OR VENDOR BE PERMITTED TO SET UP AND/OR OPERATE IN THE FAIR WITHOUT VALID COMPREHENSIVE GENERAL LIABILITY INSURANCE IN EFFECT.**

1. Insurance Certificates are to be sent to the Fair Management **directly from the insurance agency**. Certificates should be mailed to: Monmouth County Park System, 805 Newman Springs Road, Lincroft, NJ, 07738, Attn: Fair Vendor Committee or fax it to Dorbrook Visitor Center at (732) 542-3678.
2. All exhibitors and vendors selected to participate in the Monmouth County Fair must have **COMPREHENSIVE GENERAL LIABILITY INSURANCE** (including product liability for ingestible items or products applied to skin) in the amount of **AT LEAST \$500,000.00**.
3. It is **very important** that the **"COUNTY OF MONMOUTH IS NAMED AS ADDITIONAL INSURED** on each exhibitor's / vendor's policy or endorsement. **Please see sample on back for exact language needed to name "The County of Monmouth" as additional insured!** Your insurance policy will not be accepted unless the "County of Monmouth" is named as additional insured!
4. The **DATES AND LOCATION** of the Fair including the set-up and take-down dates (for which the insurance is in effect) must be stated on each exhibitor's / vendor's policy or endorsement.
5. All exhibitors and vendors selected to participate must submit Certificates of Insurance (including Product Liability if applicable) to the **Fair Management ON OR BEFORE JUNE 1<sup>st</sup>**.

**SEE REVERSE SIDE FOR SAMPLE OF INSURANCE CERTIFICATE**

**PLEASE PAY SPECIAL ATTENTION TO THE LANGUAGE USED TO NAME THE "COUNTY OF MONMOUTH" AS ADDITIONAL INSURED !**

**FREEHOLD AREA**  
**HEALTH DEPARTMENT**

*SERVING*  
**FREEHOLD TOWNSHIP \*\*FREEHOLD BOROUGH**  
**UPPER FREEHOLD TOWNSHIP**

ONE MUNICIPAL PLAZA  
FREEHOLD, NJ 07728

TEL: 732 294-2060  
FAX: 732 462-2340

**TEMPORARY FOOD ESTABLISHMENT APPLICATION**

**FEE: \$25**

Date(s) and Time of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Establishment/Food Preparer Source: \_\_\_\_\_

Name of Owner/address: \_\_\_\_\_

Home/Cell Telephone Number: \_\_\_\_\_

Menu items to be served and/or prepared:  
\_\_\_\_\_  
\_\_\_\_\_

In addition to the regulations stated in N.J.A.C. 8:24 of the New Jersey State Sanitary Code, the following items are of most concern:

Employee hands must kept clean including area under fingernails. Proper hand washing facilities must be provided on site if approved plumbing is not in close proximity to prep and sale location.

Direct bare-hand contact with ready-to-eat foods is not permissible; suitable utensils shall be utilized such as tongs, spatulas, and/or single-use gloves.

All refrigerated foods must held at a temperature less than or equal to 41° F. All frozen foods must be held at less than 0° F and hot foods at or above 135° F.

All food shall be cooked to proper internal temperature before serving (*i.e.*, hamburger at 155° F).

All food must be protected from potential contamination sources (*i.e.*, cross contamination, insects, vermin, dust/dirt, weather conditions, etc.).

**By making this application, I (we) agree to comply with N.J.A.C. 8:24. It is further agreed that I (we) shall surrender this temporary permit if rescinded by the Board of Health**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



# Statement of Ownership



All exhibitors/vendors applying for space at the Monmouth County Fair must submit a statement setting forth the names and addresses of all stockholders in the corporation or partners in the partnership, who own ten percent (10%) or more of its stock, of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein, as the case may be. If one or more such stockholder or partner is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporations' stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. This disclosure shall be continued until the names and addresses of every non-corporate stockholder, and individual partner exceeding the ten percent (10%) ownership criteria have been listed. If no stockholder owns more than ten percent (10%), note by stating "None".

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Form of Business (check one):  Individual     Corporation     Joint Venture  
 Partnership     Other (specify) \_\_\_\_\_

The applicant declares and submits that herein below are the names and legal addresses of all persons and entities that have a 10% or greater interest in the business applying for space.

NAME	ADDRESS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Attach additional sheets if needed and check here

I certify that (check one):

The list of persons named above is current and correct to the best of my knowledge.

OR

There are no persons or entities that have a 10% or greater interest in the business applying for exhibitor/vendor space to the best of my knowledge.

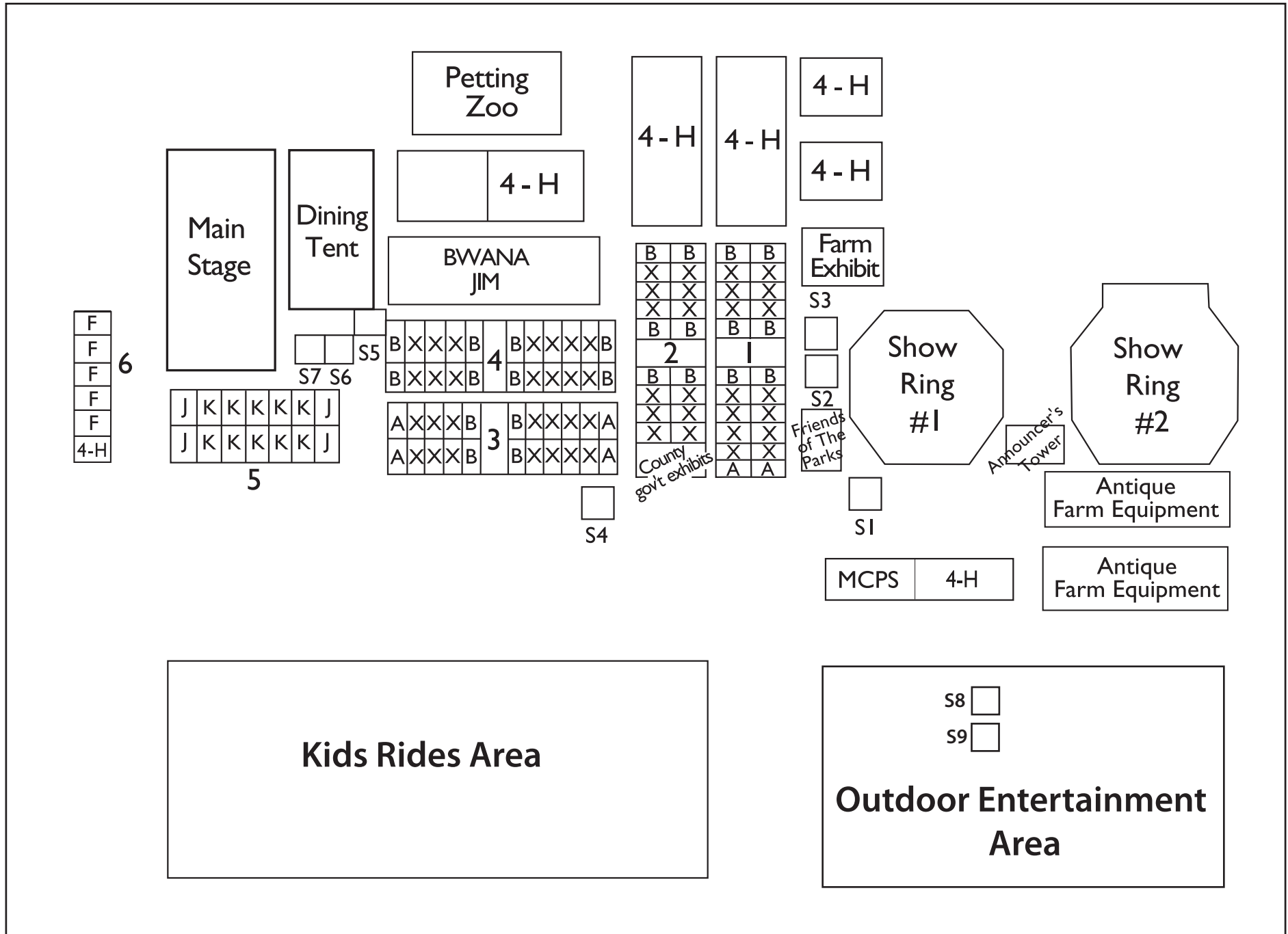
\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print/Type Applicant's Name

\_\_\_\_\_  
Title

# 2010 Monmouth County Fair Commercial Exhibit Rates



# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/12/08

<b>PRODUCER</b> Insurance Company Name Address Town/City, State ZIP Telephone Number	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> Organizations Name Address Town/City, State ZIP Telephone Number	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 1,000,000.00 PRODUCTS - COMP/OP AGG \$ 1,000,000.00
		<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000.00 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ 1,000,000.00 AGGREGATE \$ \$ \$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ 1,000,000.00
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS / SCHEDULED EVENTS / SPECIAL PROVISIONS

The County of Monmouth is hereby named as Additional Insured.  
 Event Name:  
 Event Date(s):  
 Event Location:

<b>CERTIFICATE HOLDER</b> Monmouth County Park System 805 Newman Springs Road Lincroft, NJ 07738	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
---	--