

FAR HILLS RACE MEETING



VENDOR VILLAGE

Information, Guidelines and Application

SATURDAY, OCTOBER 22, 2011
FAR HILLS, NEW JERSEY



FAR HILLS RACE MEETING ASSOCIATION, INC.

P.O. BOX 617, 50 ROUTE 202, FAR HILLS, NEW JERSEY 07931

TELEPHONE: 908-234-9115 FACSIMILE: 908-234-2168

WEBSITE: WWW.FARHILLSRACE.ORG

VENDOR VILLAGE

GUIDELINES AND INFORMATION

APPLICATION DEADLINE

October 12, 2011

The Vendor village offers three tent sizes for setup of merchandise:

20' X 20' tent.....\$1,000
15' X 15' tent \$750
10' X 10' tent \$500

This fee includes a listing in the Official Program Book (for those applications submitted by September 30, 2011) and hotlink plus description on FHRMA website.

COMMISSION ON SALES

Vendor agrees to pay FHRMA a 15% commission on the gross sales of vendor's merchandise sold during the FHRMA event. This includes orders fulfilled afterward, if the sale was generated at the event.

All commissions on merchandise sold during the Event are to be paid in full to Far Hills Race Meeting Association, Inc. at the closing of the day. The checkout takes place in the FHRMA office (information to follow at a later date). Commissions on merchandise sold after the event, but as a result of the event are payable to FHRMA immediately following such sale.

Vendors will be required to document all sales throughout the day and will turn these in periodically during the Event, as requested by FHRMA staff. All financial obligations must be paid prior to leaving the premises upon the close of the Event. One copy of a receipt must be submitted for every transaction including special orders.

FHRMA shall be under no responsibility to collect or pay any New Jersey Sales Tax. Vendor hereby agrees to indemnify and hold FHRMA harmless from any claim for such taxes due on account of sales made by Vendor. Vendor is responsible for collecting and remitting NJ Sales Tax.

FHRMA shall be under no responsibility to Vendor for collection of its accounts receivable arising out of the sale of merchandise the day of. Such responsibility to be the sole obligation of Vendor.

Vendor must guarantee that all orders be filled within thirty (30) days after FHRMA, unless other arrangements are made with the customer. If delivery cannot be made within thirty (30) days, the customer must be notified immediately.

SECURITY ISSUES

FHRMA provides overnight ground security the night before the event. They are, however, unable to patrol the entire grounds. Vendors are responsible for the security of the merchandise and décor. No vendor is allowed in other vendor's space before or after the event. FHRMA is not responsible for any theft or loss of any sort.

The Vendor agrees to assume all risk with respect to their merchandise, all expenses related to transportation, packing, unpacking, loading, unloading, display and sale of Vendor's merchandise and any insurance thereon desired by the Vendor shall be born by the Vendor.

The Vendor shall be responsible for maintaining valid and applicable liability insurance and assumes all responsibility for any injuries or damages that are sustained or incurred by virtue of his/her display and sale of goods at event. Further, each Vendor shall indemnify and hold harmless the Far Hills Race Meeting from any and all injuries or damages, including all attorneys' fees that are sustained or incurred by virtue of the aforesaid.

CERTIFICATES OF INSURANCE

FHRMA requires the following minimum insurance coverage:

- \$1,000,000 per occurrence/aggregate of general liability and an umbrella policy of at least \$1,000,000.
- Proof of Worker's Compensation and Automotive coverage.
 - Note regarding Automobile Liability Insurance: Vendor must show proof of insurance whether they own or rent their vehicles.
- Please indicate that this COI is for the Far Hills Race Meeting event, to be held October 22, 2011.
- **Certificates of Insurance must name the following as additional insured:**
 - Far Hills Race Meeting Association, Inc.
 - The Far Hills Race Committee
 - Somerset Health Care Corporation
 - Somerset Medical Center Foundation, Inc.
 - The Borough of Far Hills
 - The Township of Bedminster
 - The trustees, directors, members, employees and agents of all the above stated additional insured organizations.
- You may fax (908) 234-2168 or email your certificate to nrandolph@farhillrace.org.
- **CORRECT CERTIFICATES MUST BE SUBMITTED NO LATER THAN OCTOBER 12, 2011. VENDOR WILL NOT BE GIVEN CREDENTIALS NOR BE ALLOWED ON THE PROPERTY THE DAY OF THE EVENT WITHOUT PROPER CERTIFICATES OF INSURANCE.**

CREDENTIALS FOR DAY OF EVENT

All vendors will be given proper credentials for admission the day of the event. These will be issued at the Mandatory Vendor's Meeting on October 12, provided Vendor has complied with all requirements outlined in this agreement. This includes parking – which will be adjacent to the Vendor Village. No parking is allowed within the Vendor Village designated space.

ADDITIONAL INFORMATION:

DECORATIONS

Vendors are responsible for their own decorative elements. We ask that you make your space as inviting and attractive as possible, in keeping with the overall atmosphere of the hilltop area where you will be located. All decorations must comply with the Fire Codes. Please call the Far Hills Borough for complete information regarding these fire-safety provisions.

RENTALS

Vendor may use their own rentals, provided they are delivered by the Vendor. If a vendor must rent equipment, they must use one of the FHRMA registered rental companies. (Please refer to the list attached.) Please note: in the event of inclement weather, all participants must comply with the policy we submit to you during setup.

HOURS OF OPERATION

The rental of the space is for October 22 only. However, vendors may set up the two days prior to the event October 20 and 21) between the hours of 9:00 AM and 5:00 PM Please call (908) 234-9115 to arrange for your time of setup. This arrangement must be made prior to October 12, 2011.

The day of the event, gates open to the public at 8:00 A.M. All vendors and guests must be off the grounds by 6:00 P.M. Vendors may return the following day/s to remove décor.

Vendors must be open from 9:00 A.M. until 5:00 P.M., rain or shine.

WIRELESS INTERNET

Wireless access is not provided and must not be relied upon to process credit card transactions. Service may be interrupted during periods of heavy usage.

ELECTRICAL NEEDS

Vendor must supply their own electrical needs.

CREDIT CARD MACHINES

Vendors must provide their own credit card machines. There is no telephone system for verification of charges.

ON-SITE CONDUCT

Accepted vendors must represent the Far Hills Race Meeting in a courteous and professional manner. If FHRMA learns of complaints about the vendor, it may result in denial of vendor privileges.

SERVING OF BEVERAGES

Alcoholic beverages of any sort may only be served through our Chairman's Tent caterer, who owns the liquor license.

SHARING/SUBLETTING/TRUNK SHOWS

Sharing is permitted but each vendor must fill out a separate application. Each vendor will be reviewed by the FHRMA Committee. Sharing or subletting tent space or conducting a trunk show without permission is prohibited and could result in the denial of vendor privileges.

SHIPMENTS/PACKAGES

Do not send packages to the race office. There is no secure storage available and any packages arriving will be placed unattended in the vendor’s tent space. Vendors must also attend to their own pickup of merchandise after the event. We encourage vendors to take all valuables with them after the event.

SIGNAGE/SELF-PROMOTION

Display signs or promotional material must be confined to the vendor’s space. Any signage or merchandise that is displayed outside the tent must be approved beforehand at the vendor review meeting, October 12, 2011.

WEATHER PROCEDURES

In the event of extremely bad weather, the event continues. Vendors are expected to remain open as long as the event is held. FHRMA will alert Vendors of any “Wet Weather Procedures” that may be instituted either prior to the event or on the day of the event.

AGREEMENT

Vendor understands and hereby acknowledges that FHRMA reserves the right to control the terms of admission, including admission fees to be charged.

FHRMA reserves the right to limit rental space with proper notice. Failure to comply with any covenants or agreements contained herein may result in the Vendor’s ineligibility for future shows.

Any alteration to this document will render it null and void.

I agree to the above terms and conditions and submit my application and payment for participation in the October 22, 2011 Far Hills Race Meeting.

Signature

Date

FAR HILLS RACE MEETING ASSOCIATION, INC.

VENDOR VILLAGE APPLICATION

Deadline of application: October 12, 2011

Event date is October 22, 2011

Vendor must supply its own electricity, rentals, displays, decorations and wireless capability.

Vendor applications will be reviewed by the FHRMA committee. When approved and required documents are received, vendors will meet with the committee (October 12, details to follow) to be granted credentials and more detailed instructions.

- 20'X20' Tent with 4 side walls \$ 1,000
15'X15' Tent with 4 side walls \$ 750
10'X10' Tent with 4 side walls \$ 500
TOTAL amount due in full: \$_____

Check made payable to: Far Hills Race Meeting Association.

Mail to: P.O. Box 617, Far Hills, NJ 07931

Credit Card Visa Mastercard Amex Discover
Credit Card Number: _____ Exp date _____ V code _____
Name as it appears on credit card: _____
Billing address: Street _____
City _____ State _____ Zip _____
Company Name _____

(Print your name as you wish it to appear in the Official Program Book – application must be submitted by September 30, 2011 to be included in the Official Program Book)

Contact name _____
Address _____
City _____ State _____ Zip _____
Telephone (home) _____ (work) _____
(mobile) _____ Email _____

FAR HILLS RACE MEETING ASSOCIATION, INC.

VENDOR VILLAGE

MERCHANDISE CATEGORY

Vendors application must be accompanied by an outline and detailed description of items that will be sold in their tents.

For example: Jewelry: Gold, silver, precious stones
Leather goods: Purses, gloves, boots
Accessories: Belts, scarves, hair accessories
Shoes/Boots: List brands
Hats: Straw, cowboy, oilskin, baseball, fancy
Women's apparel: List brands
Men's apparel: List brands

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

FAR HILLS RACE MEETING ASSOCIATION, INC.

LICENSED RENTAL COMPANIES

Adams Party Rental

154 Turnbull Avenue
Trenton, NJ 08610
(609)689-9500
(609)689-9501
matt@AdamsRental.com

Ken-Rent Party and Rental

67 Claremont Road
Bernardsville, NJ 07924
(908) 766-7114
(908) 221-0601

Party Rental, Ltd.

200 North Street
Teterboro, NJ 07608
(201) 727-4766
(888) 775-3292
email: DebbieB@PartyRentalLtd.com

Prestige Party Rentals

241 North 10th Street
Prospect Park, NJ 07508
(973) 942-5300
(973) 942-8001
email: prestigepartyr@aol.com

Esposito's Ice Service

200 Speedwell Avenue
Morris Plains, NJ 07950
(973) 267-2355
email: espositoice@aol.com