

NJCU Day | Saturday, September 23 | 9 a.m. - 5 p.m.

New Jersey City University | 2039 Kennedy Boulevard | Jersey City, NJ 07305

Hepburn Hall, Room 315

RAIN OR SHINE

VENDOR APPLICATION

Dear ARTIST, CRAFTER, VENDOR:

NJCU is pleased to provide you with an opportunity to present your wares at this year's **NJCU Day**—a day filled with music, food, games and activities for the family, events for NJCU alumni and the community, and more—all on one of the most charming and accessible college campus locations in Jersey City. **NJCU Day** offers a convenient and cost-effective opportunity to meet face-to-face with hundreds of customers in a single day. The cost of each vendor space is \$75.

Vendor space is limited and available on a first-come, first-served basis, so please reserve your space early. For more information, email: vendorinfo@njcu.edu or call 201.200.3250. See you at **NJCU Day!**

INSTRUCTIONS:

Please COMPLETE all information. EMAIL this form with your reservation fee made payable to “NJCU Foundation”. CRAFTERS & ARTISTS are required to send two photos of your crafts & art if we do not already have them on file. SPACE Measurements: Crafter/Artist/Retailer/Non-Profit=12' wide x 10' deep; NO FOOD MAY BE SOLD. All spaces must be pre-paid. Space is limited, so please book your space as soon as possible. Your payment will be immediately returned if you are not accepted. Follow-up information including maps with directions, and check-in instructions are emailed 10 days prior to the event.

Name

Company

Address

City, State, ZIP

Specific Type(s) of Merchandise or Service

\$75 per space at ____ space = _____ Amount Enclosed: \$ _____

Phone

E-mail

I have read and agree to the Exhibitor Rules and Regulations. I agree to fulfill all legal requirements in connection with all sales.

Initials

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EXHIBITOR RULES & REGULATIONS

These Rules and Regulations constitute an essential part of this agreement for exhibit space between Exhibitor and NJCU. **1.** NJCU 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 NJCU Day. **2.** The Exhibitor agrees not to hold NJCU or their employees, contractors, volunteers, and/or agents liable in respect to (i) their collective decision either to cancel or to proceed with the scheduled event, or threat of unsafe condition and any claim, accident, loss, or lawsuit, in which NJCU may become involved. **3.** The Exhibitor agrees to set-up at least one hour prior to the NJCU Day'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. **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 sufficiently weighted down in a manner that does not involve stakes or physical alteration of the grounds. **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. NJCU assumes no responsibility for, nor guarantee of the safety of, the properties of Exhibitor, its agents and their employees, against theft, damage from fire, accident, or any other cause whatsoever; and Exhibitor expressly agrees to save and hold harmless NJCU from any or all liability resulting from injuries or damages to Exhibitors, to their agents, employees, and specifically to attendees, while within Exhibitor's space. **7.** Exhibitor shall be bound by all pertinent laws, codes and regulations of municipal 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. **8.** It is agreed that if Exhibitor fails to comply in any respect with the terms of this agreement, NJCU shall have the right without notice to Exhibitor to occupy, sell or offer for sale the exhibit space covered by this Agreement 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 or interfere with nearby Exhibitors, in the sole opinion of NJCU. This includes, but is not limited to, Exhibitor's display, audio-visual demonstrations, etc. **10.** No electricity is to be supplied to Exhibitor. Electricity is not provided. Generators of any kind are NOT permitted. Exhibitor's exhibit or product may not extend beyond the limits of NJCU Exhibitor's booth or into any side space, or the sidewalk or street. Booth measurements are approximate. **11.** NJCU reserves the right to decline, prohibit or remove any exhibit which is deemed out of keeping with the character of the event; this reservation being all inclusive as to persons, things, products, printed material, conduct, noise, etc. **12.** Exhibitor may display and sell ONLY what he/she has listed on the application. **13.** NJCU will not be liable for the fulfillment of this Agreement 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 NJCU's control. The event may not be held if, in the sole opinion of the NJCU, there exists a threat of unsafe conditions or if conditions are deemed to be unsafe. If the event is cancelled due to inclement weather, a refund will be provided. **14.** There will be a 50% charge for agreements cancelled more than 30 days prior to the Event. No refunds on agreements cancelled within 30 days prior to the Event. Cancellations are to be made only in writing and only by mail. **15.** NJCU 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. **16.** Exhibitor may not assign its agreement for exhibit space nor permit any other person or firm to use or share part of such space. **17.** Non-profit organizations may not sell items of any kind. They may only promote their organization. **18.** Helium tanks must be anchored at all times. Exhibitors shall contact the Fire Department for precise requirements. **19.** Animals are not permitted in the exhibit area. **20.** Smoking is not permitted in the exhibit area. **21.** Soliciting of other Exhibitors is not permitted. **22.** No food vendors are permitted at this event. **23.** No Exhibitor or vendor may offer any of the following goods or services: Any food item, beverage, face-painting, temporary tattoo, ride, game, or any item 'for free' or below market value.