

FESTIVAL RULES & REGULATIONS

Celebrate the Macy's Fireworks along the Hudson River

HOBOKEN 4TH OF JULY CELEBRATION

Sun. July 4, 2010 • noon – 10pm • Frank Sinatra Dr. • *Rain or Shine*

APPLICATION DEADLINE:

- **4th of July Festival Deadline is June 30th. or when Festival is full.** Once spaces are filled, no more applications will be accepted. **Space is limited.**

FILLING OUT THE APPLICATION

- **CAREFULLY PRINT** on the application & describe *EXACTLY* what you will sell. **BE VERY SPECIFIC** & Include item prices.

In order to qualify for the Artist, Photographer or Crafter rate, **ALL ITEMS** displayed for sale must be the ORIGINAL DESIGN OF, AND HANDCRAFTED BY THE EXHIBITOR participating on the day of the event. The City of Hoboken reserves the right to reject any applicant prior to or during the show due to product and/or service misrepresentation. Exhibitors who display items not approved by the Jurying Committee or not included in the exhibitor's application will be notified to remove the items from sale up to and including dismissal from the show with full forfeiture of any and all fees paid. All items for sale must be neatly arranged and clearly marked with prices.

DON'T FORGET YOUR PHOTOS

- **PHOTOS** of work & previous exhibits are required by anyone selling items.
- **Send at least 4 photos or slides** of your work & 1 of your exhibit setup from a previous event. *Clear images required!!*
- **NO APPLICATIONS WILL BE ACCEPTED WITHOUT THESE IMAGES**, even if you have participated in one of our past events.
- The City of Hoboken reserves the right to reject any/all applications. Checks from rejected applications will be sent back by return mail.
- **YOU MUST INCLUDE A STAMPED, SELF-ADDRESSED ENVELOPE (SASE).** *Photos/slides will only be returned if you include one.*

EXHIBIT SPACE

- **ALL EXHIBITORS ARE EXPECTED TO HAVE ATTRACTIVE, NEAT DISPLAYS**, tents or professional booths. Tables must be draped with attractive cloths and with no visible boxes.
- **IF YOUR DISPLAY IS SLOPPY**, you will be asked to leave and not admitted back.
- **Vendor Space for Artists, Photographers,**

Crafters and Businesses are approximately 10' x 10' deep. We display in the street, by the curb. Single spaces are large enough to fit a 10' X 10' tent comfortably. You must supply your own tables, tents, display units and chairs.

- **Vendor Space for Local restaurants or Food Vendors is approximately 15' across x 10' deep.** We display in the street, by the curb. You must supply your own tables, tents, display units and chairs.

- **PRICE LISTED IS PER SPACE. YOU MAY RESERVE UP TO 2 SPACES**
- **NO WATER or ELECTRICITY provided.**

GENERATORS

- **If you will be bringing a generator, You Must Let Us Know in Advance.**
 - **Only quiet generators will be permitted.**
- If we receive complaints from other vendors, shop owners or attendees to the festival regarding noise from your generator, we reserve the right to ask you to turn it off or leave the festival.

Liability - Should an accident occur within the exhibitor's exhibit space or caused by the exhibitor's display or debris left by the exhibitor, the exhibitor will be held liable in case of an accident. By applying to the Hoboken's 4th of July Festival, the exhibitor agrees to save and hold harmless The City of Hoboken, it's management, agents, employees & sponsors from any liability resulting from such accident. At the City's request, you may be required to provide an insurance binder prior to the festival. All exhibitors must bring materials to better secure their displays against the elements should the weather become windy - i.e. sand bags, wire, etc.

- **ALL SPACES are preassigned.** Location Numbers are only given out the day of the event, beginning at 10am.
- **DO NOT CALL for ADVANCE PLACEMENT.**

SETUP AND PARKING INFO

- Vehicles must be removed from the event site by noon.
- We will do our best to provide all vendors with ONE FREE Parking space, but cannot guarantee it. If we are able to provide free parking, each vendor will receive **ONLY ONE**

parking permit (no matter how many exhibiting spaces you purchase).

- By agreeing to do the event, you will be obligated to stay until the end of the event. No vehicles, other than emergency vehicles will be permitted on the festival site between noon until 10pm or when security personnel allow due to safety reasons. You will be notified.

NOTIFICATION & CANCELLATIONS

- **CANCELLATIONS must be in writing** one week prior to the event. We accept your contract in good faith and expect you to honor your commitment. Once your check has been cashed, **NO REFUNDS** will be issued, only a credit towards a future show.
- **Credits will not be issued** to vendors who do not give the required notice.

FOOD VENDORS – IMPORTANT

- **You may sell up to 3 Major Food Items** per space and must attach your entire menu to the application.
- **All leftover food stuffs, grease and charcoals MUST BE REMOVED FROM THE PREMISES BY YOU.** Do not deposit these items in local trash cans, sewers or along curbside. Those failing to follow this rule, will not be permitted into future festivals, and shall be subject to summons by the Hoboken Police Department for violations of Hoboken Code, including but not limited to #110-1 et seq.
- **Once you have been accepted, ALL FOOD VENDORS will be expected to contact the Hoboken Board of Health and the Hoboken Fire Department** to obtain food permits and discuss health regulations. These two departments will conduct their own inspections the morning of the festival. If you fail to obtain the proper permits or information before the day of the event, you will be asked to leave.

Health Department:

Frank Sasso - 201-420-2364;

Fire Department:

Captain Robert Falco - 201-420-2269

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- All food vendors must pass a Board of Health and Fire Marshall inspection on the day of event.
- All food vendors should arrive early if you have a large vehicle. This is to prevent impossible parking maneuvers later.

BEVERAGE SPONSOR

- If a beverage sponsor is contracted for Hoboken's 4th of July Festival, each participant will be required to follow the guide-lines agreed to in the said contract e.g., sell specific brands exclusively, purchase specific beverages at the event and only from the event Sponsor at, or below fair market price. Participants will

be informed about such a beverage sponsor and the requirements on or **before July 1, 2010.**

WHEN THE FESTIVAL IS OVER

- No Vehicles will be permitted onto the festival site before 10:30pm.
- **The festival is over at 10:00p.m. Vendors shall clean their areas thoroughly & prepare for a prompt departure. Please pack up before you go to retrieve your car in order to avoid excess cars on the festival site which will cause traffic problems.**
- **Any Sale made after 10:00 p.m. shall be deemed a violation of the Hoboken Code. The Hoboken Police department will issue a summons to anyone caught selling after 10:00 p.m.**

The Festival will be held RAIN or SHINE. Please be sure to bring a canopy and or other coverings to protect your merchandise in case of a scattered shower that day.

By filling in this application, you accept the decision that this is a rain or shine event. You also accept any liability due to possible changes in the weather. You agree that, should the weather become inclement (rain, snow, sleet, wind, etc.) at any time during the day, you understand that no other Raindate will be scheduled and no refunds issued. The City of Hoboken is not responsible for damages to your merchandise due to inclement weather.

Call 201-420-2207 for general information.

CONTRACT

1. These rules & regulations constitute an essential part of the contract for exhibit space. The City of Hoboken reserves the right to render all decisions & interpretations there on & to establish further regulations as may be deemed necessary for the overall success & well being of the Event.
2. The exhibitor agrees to maintain their exhibit booth until the closing time of the event; to leave with all merchandise, boxes, debris, etc. & to keep exhibit area clean at all times. Failure to do so could prevent admission into future events sponsored by the City of Hoboken and subject to summons & prosecution for violations of the Hoboken Code.
3. Exhibitors wishing to insure goods must do so at their own expense. The City of Hoboken assumes no responsibility for, or guarantee to the safety of the properties of the Exhibitor, its agents and their employees from theft, damage from fire, accident or any other cause whatsoever, and the exhibitor expressly agrees to save and hold harmless The City of Hoboken, it's

management, agents, employees and sponsors from any and all liability resulting from injuries or damage to exhibitors, their agents, employees and specifically to attendees while within the exhibitor's exhibit space or caused by the exhibitor's display.

4. 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 in connection with all sales. (You Must Have a Tax ID #)
5. It is agreed that if the Exhibitor fails to comply in any respect with terms of this agreement, The City of Hoboken, shall have the right, without notice to the exhibitor, to occupy, sell or offer for sale the exhibit space covered by this contract without any rebate or allowance whatsoever to the exhibitor. Said exhibitor shall be liable for any deficiency, loss or damage suffered by the Event by reasons herein stated, and without in any way releasing said exhibitor from any liability whatsoever.
6. **Exhibitor may display and sell ONLY what he/she has listed on this contract, & that which was**

agreed upon by the sponsor. The City of Hoboken 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 things, products, printed materials, conduct, smoke, noise, etc.**

7. Exhibitors may not assign their contract for exhibit space or permit any other person to use part of such space.
9. The City of Hoboken will not be liable for the fulfillment of this contract as to the delivery of said exhibit space, if nondelivery is due to any of the following causes: insurrections, local or regional civil disturbances, strikes, fire, acts of God (inclement weather), or for any cause beyond their control. The City of Hoboken, in the event of its not being able to hold the event for any of the above reasons, will not reimburse exhibitors.
10. Raffles or similar activities that are NOT free to participants are NOT permitted unless they are approved by the City of Hoboken. Proper permits are required.

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APPLICATION FORM

Name _____

Business _____

Address _____

City/State/Zip _____

Phone (Day) _____

Phone (Night) _____

Fax _____

Email _____

You must have a NJ TAX ID # _____

NUMBER of Spaces Requested _____

Do not send payment with the application.

Mail your application to the address below without payment. Once you have been accepted, you will receive a phone call and / or email and instructed to send a money order to the address below. Make money order out to the City of Hoboken.

The Following rates are for a 10' x 10' space.

BUSINESS RATES: If it is not handcrafted, you fall under this category. If you are not sure, please call us. **If you are selling anything, you must send photos or slides of items & booth display.**

HOBOKEN BUSINESS – Fee is \$150.00

BUSINESS OUTSIDE OF HOBOKEN – Fee is \$200.00

ARTISTS & PHOTOGRAPHERS - Fee is \$100 per space; must be your own work. Please describe items below. You must send photos or slides of your work. 3 of work, 1 of display booth

CRAFT VENDOR – \$125 per space; must be handcrafted; Please describe items below. You must send photos or slides of your work.

FOOD VENDORS – \$500.00 per space approx. 15 wide by 10' deep You are limited to 3 major food items. Specify below.

GAMES & RIDES – \$200.00; Call to discuss

Do not send payment with the application.

Mail your application to the address below without payment. Once you have been accepted, you will receive a phone call and / or email and instructed to send a money order to the address below. Make money order out to the City of Hoboken.

Please Describe **COMPLETELY** the Items You Intend to Sell & the **PRICE RANGE** of Each Item.

Please Sign Here

I acknowledge and accept the rules & regulations set forth in the contract attached.

Signature _____

Date _____

Make check payable to: City of Hoboken/Cultural Affairs • 94 Washington St., Hoboken, NJ 07030.
If you need further information, please call: 201-420-2207.