



Revised: 2.5.2021

## 2021 German Christmas Market

at Sussex County Fairgrounds

Augusta, New Jersey

### IMPORTANT DATES:

PLEASE NOTE: Setup instructions will be sent in October.

**Thursday, December 2nd, will be available for ONE-DAY setup ONLY.**

**September 1, 2021**

**Latest date** for ALL Health Forms, Fees and Insurance documents to be received back to Vendor Coordinator without forfeiting your application.

**October 1, 2021**

**Latest date** to cancel your application without penalty. After October 1<sup>st</sup>, should you need to cancel, your fees are deemed as non-refundable.

**Friday, December 3rd**

**12 Noon – 9 PM**

**Christmas Market opens to the General Public**

**Saturday, December 4th**

**10 AM – 9 PM**

**Christmas Market opens to the General Public**

**Sunday, December 5th**

**10 AM – 5 PM**

**Christmas Market opens to the General Public**

**NEW: Vendor parking at Sussex County Fairgrounds will be assigned to a specific location.**

*20<sup>th</sup> Annual German Christmas Market*  
*“Weihnachtsmarkt”*  
*Sussex County Fairgrounds, Augusta, NJ*

2021 we will celebrate our 20<sup>th</sup> German Christmas Market. Over the past 19 years, the committee has donated over \$350,000 to local charities that help our friends and neighbors in need. Our committee is an ALL-volunteer group that has worked very hard over the years to organize the German Christmas Market.

The following application form clearly identifies the fee schedules based on chosen location. All vendors will be notified of your designated location once the committee has processed all applications.

All vendors will be **charged a fee (per vendor/per location)** to thoroughly clean all spaces following the Christmas Market (this does not exempt you from ensuring your space is cleared and all debris is removed.) **See the cleaning fee schedule on Page 8.) All vendors must clear their space of all debris and leave the space broom swept.**

We are now accepting applications for the 2021 market. All new vendors will be jury selected. It is very important to supply website link, photos and detailed descriptions of all categories of products.

**NEW: previously attending vendors MUST provide photos and detailed descriptions of “NEW” products to be sold.**

**In order to be juried, your complete application, including fees and photos/links, and insurance documentation MUST be received by September 1, 2021. Spaces fill quickly – please send in your application early to give yourself the best opportunity to obtain your desired location.**

If you have any questions, please contact me, the Vendor Coordinator. We look forward to another successful year and we thank you for your interest!

Kind regards,

**Dawn Hall, Vendor Coordinator**

**Phone: 973-919-9354**

**Email: [vendorinfo.gcmnj@gmail.com](mailto:vendorinfo.gcmnj@gmail.com)**

**Please send all paperwork to:**

**German Christmas Market of New Jersey**

**Dawn Hall, Vendor Coordinator**

**P.O. Box 179**

**Augusta, NJ 07822**

**Checks must be made payable to:**

**GERMAN CHRISTMAS MARKET OF NEW JERSEY**

**or for your convenience, we are accepting VISA, MasterCard OR AMEX payment options.**

**The charge to you for this convenience is an additional 3.5% processing fee.**

### **Terms, Conditions and Agreements to Participate:**

The German Christmas Market of New Jersey (the Committee) is pleased that you (the vendor) wish to participate at the German Christmas Market Weihnachtsmarkt (Event) this year. Acceptance of this agreement is necessary to be considered during the Committee jury selection process. Once selected, this agreement will confirm your participation; it outlines the rules and regulations for this event.

1. **Insurance:** All Vendors are required to supply a Certificate of General Liability insurance in the amount of \$1,000,000 (Each Occurrence Limit) listing Sussex County Fairgrounds, 37 Plains Road, Augusta, NJ 07822 and the GERMAN CHRISTMAS MAREKT OF NEW JERSEY at P.O Box 179, Augusta, NJ 07822 as certificate holder and additional insured effective Thursday, December 2, 2021 (setup) through to Sunday, December 5, 2021. The Insurance certificate must be issued in your contract/business name.

**If a certificate of insurance is not available from your insurance company, you may obtain one through SB One Insurance Company: Jeff London, 973-579-6776.**

Vendor is solely responsible and accountable for compliance with the State of New Jersey Department of Health and State of New Jersey Department of Labor rules and regulations.

2. **FOOD VENDORS ONLY: WE will collect your Health Department forms and fees, and WE will forward to both the Frankford Township (Katie Radler, 973-948-7592) and Sussex Health Department (Christine Whitehead, 973-579-0370, ext. 1244)**

A copy of the Frankford Temporary Retail Food Establishment form must be filled out. Your specific pricing requirements are listed on the form. **Application form is available on-line @ [www.sussex.nj.us](http://www.sussex.nj.us). Go to form center and proceed to SCDEPHS – Farmers’ Market/Temporary Retail Food Vendor Application.**

A copy of the Frankford Township Fire Safety Permit Application and a fee of \$54 MUST be included when you are submitting your vendor fees to the committee. Vendors utilizing a Mobile Enclosed Unit OR Commercial Cooking Appliances including: deep fat fryers; upright broilers; griddles; broilers; steam-jacketed kettle; hot-top ranges; under-fired broilers (charbroilers); ovens; barbecues; rotisseries; and similar appliances MUST apply for this permit.

**A copy of the Sussex County Department of Environmental and Public Health Services form must be filled out and a fee (page 6 of the attached forms) of \$25 (Category 1) and \$50 (Category 2) MUST be included when you are submitting your vendor fees to the committee. (Questions; please confirm prices with our Vendor Coordinator.)**

**PLEASE NOTE:** Food vendors, who have participated in other Sussex County events during 2021, please discuss with Sussex County Health Department directly. Phone: 973-579-0370, ext. 1244, Christine Whitehead, if your previous fees will apply.

3. **Setup:** Closer to the Market, in October, setup instructions will be emailed to vendors. You must be setup and be ready to sell 30 minutes prior to the opening of the Christmas Market each day. Setup will be limited to Thursday ONLY. Each vendor is limited to a maximum of two spaces.

Vendor spaces are assigned 10' x 10'. No vendor setup, product, signs or any other materials are to be placed outside of the assigned 10' x 10' area.

All outside vendors are required to bring and setup their own tent. White tents are preferred.

As a juried event, all vendors are to submit detailed descriptions of each product or category of product(s) to be sold. Approved vendors are restricted from selling products not listed.

The committee requires non-compete from all vendors. **NO vendor is to sell:**

Imported items such as: German cookies, chocolate, baked goods, candies, prepackaged foods, advent calendars, and stollen of any kind. Also, wooden Christmas Pyramids and candles, German Incense Smokers, German wooden ornaments, German wooden decorations, and nutcrackers. And these foods: Linzer Tarts, Stollen, German sausages (Bratwurst, Frankfurters, Weisswurst, Nuremberg), and Potato Pancakes.

PEPSI is the official soft drink sponsor of the Fairgrounds. All event/vendor soft drinks and water **MUST be Pepsi products and newly purchased directly from Pepsi**. To facilitate this process, contact the Fairgrounds Pepsi representative, Greg Walsh, at 800-963-2424 (greg.walsh@pepsico.com)

4. **Vendor agrees** to provide the following, at Vendor's sole cost and expense, in connection with the Event: A non-refundable cleaning fee. The maintenance and cleanliness of each Vendor's space during and after the Event is the responsibility of the Vendor. All cardboard packaging requires appropriate disposal as your responsibility.
5. Electrical requirements – see separate page. ALL Vendors must fill out this form.
6. **Alcohol:** Vendor MUST NOT sell alcoholic beverages at the Event.
7. **Loss:** Sussex County Fairgrounds and the Committee will not be liable for any losses or theft suffered by the Vendor in connection with the Vendor's participation in this Event.
8. **Cancellation: If the Vendor cancels anytime until October 1, 2021 all fees paid will be refunded. If the Vendor cancels on or after October 1, 2021, the Vendor fees will NOT be refunded. Committee retains, in its sole discretion, the right to suspend, with immediate effect, any and all operations of any Vendor(s) deemed to be unsafe, unlawful or unacceptable for any reason, including bad behavior or threatening harm to others.**
9. **Takedown: Vendor is required to stay until the close of the event at 9 PM on Friday and Saturday, and Sunday to pack up no earlier than 5:00 PM.** If you leave your space before the required times, you will NOT be allowed to return in the future.

**10. Subletting:** The Vendor agrees NOT to sublet any or part thereof of the space that is allocated for the duration of the event. If this is breached, the committee reserves the right to immediately remove the sublet and the committee will decide if the primary Vendor is required to immediately leave. In recognition of this breach of the Vendor agreement no event fees will be returned, and due consideration will be given to your application in future years.

**11. Vendor parking, at the venue, will be assigned to specific spaces on Friday, Saturday and Sunday.**

**12. Failure to comply with points 1-11** may result in one and/or all of the following:

- Termination of involvement in Event, with retention, in full, of Vendor Fee and Deposit by Committee, and/or
- An additional charge, to be determined solely by Committee to the aforementioned fee,

**13. Your signature below indicates you have fully read and accept our Terms & Conditions to participate.**

Vendor Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

**NO RAIN DATE AND NO SNOW DATE**

## 2021 Vendor Fee Schedule

### **PACKAGE A – Outside Spaces and Huts**

Outdoor space located at Sussex County Fairgrounds.

Vendor is responsible to provide own tent, furniture, furnishings, lighting, and **outdoor commercial-grade extension cord** (length will be advised by Vendor Coordinator.)

For safety: **NO electrical or propane heaters, NO electric blankets, and NO halogen bulbs are allowed.**

**Tents MUST be secured with weights.**

**If a Hut is chosen, small nails can be used to hang product(s) on hut walls (NO screws allowed.)**

**SEE MAP (on our website) FOR LOCATION CHOICES.**

<input type="checkbox"/> <b>Package A – Outside Spaces and Huts</b> <input type="checkbox"/> Yes, I need electrical connection <input type="checkbox"/> Please complete your electrical requirement page.	Market Weekend Price 10 x 10 - Outside Spaces = \$700 10 x 10 - Hut = \$775 8 x 8 - Hut = \$725	\$ _____
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### **PACKAGE B – Vendor Hall A – Richards Building (inside space)**

Indoor spaces located inside the Richards Building.

**Any food vendors will be restricted to prepackaged food only. No offering of samples is allowed.**

Two chairs will be provided. Tables will NOT be provided.

Vendor separation screens are encouraged but must be freestanding.

**Electric available for perimeter vendor spaces only vendor spaces #1-25**

**NO electric provided for interior vendor spaces #26 -49**

Vendors are required to **provide linens and power cords.**

**NO stapling, pasting or taping to walls, floors or interior of the building is allowed.**

**NO electrical or propane heaters NO electric blankets, and NO halogen bulbs are allowed.**

**SEE MAP (on our website) FOR LOCATION CHOICES.**

<input type="checkbox"/> <b>Package B – Vendor Hall A</b> <input type="checkbox"/> Yes, I need electrical outlet	Market Weekend Price 10 x 10 Inside Spaces = \$800	\$ _____
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**PACKAGE C – Vendor Hall B – 4H Building (inside space)**

Indoor spaces located inside the 4H Building.

**Any food vendors will be restricted to prepackaged food only. No offering of samples is allowed.**

Two chairs will be provided. Tables will NOT be provided.

Vendor separation screens are encouraged but must be freestanding.

**Electrical outlets are available.**

Vendor to provide **own linens**. NO stapling, pasting or taping to walls, floors or interior of Mohawk Room is allowed.

**NO electrical or propane heaters, NO electric blankets, and NO halogen bulbs are allowed.**

**SEE MAP (on our website) FOR LOCATION CHOICES.**

<input type="checkbox"/> <b>Package C – Vendor Hall B</b> <input type="checkbox"/> Yes, I need electrical outlet	Market Weekend Price 10 x 10 Inside Spaces = \$800	\$ _____
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**PACKAGE D – Food Trucks – Max 5 FOOD trucks**

Call Dawn Hall, Vendor Coordinator for locations. **Food Trucks MUST be self-contained.**

<input type="checkbox"/> <b>Package D - Locations TBD</b>	Market Weekend Price Food Truck = \$750	\$ _____
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**VENDOR PARTICIPATION FEES: Please select**

Selected Package A _____, B _____, C _____, D _____  Vendor Hall A (inside space) # _____ # _____ Vendor Hall B (inside space) # _____ # _____  Outdoor Space # _____ # _____  Hut (10 x 10) or (8 x 8) _____  Food Truck _____	<p align="center"><b>Package Total</b></p> \$ _____
<b>Non-refundable cleaning fee (per vendor)</b> + \$25/single space + \$45/double space	\$ _____
<p><b><u>FOOD VENDORS ONLY ADD:</u></b></p> 1. Frankford Township Fire Safety Permit of \$54 2. Frankford Temporary Retail Food Establishment (price related to your needs) 3. Sussex County Health Department Fee of \$25 (Category 1) and \$50 (Category 2) <u>All forms are on our website.</u>	\$ _____
Send all completed Health Dept. forms to Dawn Hall, Vendor Coordinator. Include check payable to: <u>German Christmas Market of New Jersey.</u>  <b><u>DO NOT</u></b> send your forms and payment directly to Health Depts.  NOTE: If 2021 prices increase by Health Departments you will be informed.	<p align="center"><b>Total Due</b></p> \$ _____

Print Your Name: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

**Please complete the following details below for credit card processing:**

\_\_\_\_\_ **Credit Card Number**

\_\_\_\_\_ **Exp. Date**      \_\_\_\_\_ **3 digits - back of card**

\_\_\_\_\_ **Name as listed on your card**

\_\_\_\_\_ **Zip Code (relates to address on credit card)**



By signing this contract, I agree to participate as a vendor in the 2021 German Christmas Market and will follow the rules and regulations contained herein. I will submit all materials required before September 1, 2021.

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

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

Email: \_\_\_\_\_@\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Website: \_\_\_\_\_

**Photos to use for jury selection (New Vendor MUST choose one):**

- Please use photos from Vendor website or Etsy for jury selection
- I've enclosed Photos for use in jury selection (photos will not be returned)

**REQUIRED INFORMATION: Products to be sold plus pricing of product(s)** (attach additional pages as needed):

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**Checklist:**

**Please check off all paperwork below before submitting your application. Any missing materials will delay our consideration, and your participation will not be confirmed.**

- Insurance Certificate
- Terms & Conditions – Read and sign
- Vendor Fee Schedule and payment **in FULL**
- Photos or link to website with photos of products and pricing
- Outdoor Vendors Only: Electrical requirement form filled out and signed
- Food Vendors Only:
  - Frankford Township Fire Safety Permit and Sussex County Health Dept. forms and fees (separate link on our website)
  - Propane Use: a separate form must be filled out (**propane use is NOT for personal heaters**)

# OUTDOOR VENDORS ONLY

## Electrical Requirements

Vendor Name

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Location to be filled out by Vendor Coordinator

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Electrical Appliances you will be using (PLEASE LIST ALL)

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IMPORTANT – What is your total watts consumption of all appliances?

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**By signing below you agree to comply with and not exceeding the consumption you have agreed to above.**

**You have agreed: NO electrical or propane heaters, NO electric blankets, and NO halogen bulbs to be used.**

**Failure to comply with this agreement may terminate your contract with immediate effect.**

**(See point #11 of: Terms, Conditions & Agreements to Participate.)**

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**Vendor Signature**