



2022 German Christmas Market

at Sussex County Fairgrounds

Augusta, New Jersey

IMPORTANT DATES:

PLEASE NOTE: Setup instructions will be sent in October.

Thursday, December 1st, will be available for ONE-DAY setup ONLY.

September 1, 2022

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

October 1, 2022

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

Friday, December 2nd

10 AM – 9 PM

Christmas Market opens to the General Public

Saturday, December 3rd

10 AM – 9 PM

Christmas Market opens to the General Public

Sunday, December 4th

10 AM – 5 PM

Christmas Market opens to the General Public

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

Welcome to the
21st Annual German Christmas Market
“Weihnachtsmarkt”
Sussex County Fairgrounds, August, NJ

Application for Nonprofit Organizations

****PRICING IS FOR A 3-DAY CHRISTMAS MARKET****

SE UP INSTRUCTIONS WILL BE SENT IN OCTOBER

THURSDAY “ONE-DAY SETUP” IS AVAILALBLE

2022 marks the 21st year of our German Christmas Market. Over the past 20 years, the committee has donated over \$400,000 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 of New Jersey.

Applications for nonprofit organizations are also now being accepted for the 2022 German Christmas Market. **The numbers of Charitable and Not for Profit Organizations is capped to a maximum of 5, and are considered on a first come first served basis.** Therefore, to be present, we encourage you to apply early and clearly describe what you intend to do in the spirit of Christmas as befitting our Market requirements. Attendance requires an activity, as donation solicitation alone will not be considered.

Your application will not be considered complete until your proof of insurance is also submitted.

Proof of Insurance must be received no later than September 1, 2022. Failure to provide your proof of insurance will forfeit your application. Once your application is complete and accepted by the organizing Committee, you will be duly notified. You will be advised of your location after all applications from all vendors have been finalized. Final decision of your location is at the discretion of the committee.

If you have any questions, please contact me. 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

Please send all paperwork to:

German Christmas Market of New Jersey
Dawn Hall, Vendor Coordinator
P.O. Box 179
Augusta, NJ 07822

Checks made payable to:

German Christmas Market of New Jersey
Mail to: Dawn Hall, Vendor Coordinator
P.O. Box 179, Augusta, NJ 07822

Or 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 MARKET OF NEW JERSEY at P.O Box 179, Augusta, NJ 07822 as certificate holder and additional insured effective Thursday, December 1, 2022 (setup) through to Sunday, December 4, 2022. The Insurance certificate must be issued in your contract/business name. Please send a current copy of your insurance certificate to Vendor Coordinator once it is renewed.

If a certificate of insurance is not available from your insurance company, you may obtain one through SB One Insurance Company Contact: Alexis Kavanagh, 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.

FOOD VENDORS ONLY: ALL QUESTIONS CONCERNING PERMITS CONTACT:

Katie Radler, Frankford Township: 973-948-5566

Christine Whitehead, Sussex County Dept. Health Services: 973-579-0370 ext. 1244

All vendors selling food or drink items at the market are required to submit a Temporary Retail Food Vendor Application to Frankford Township. Due to the duration of the event being three days an annual permit is required. The cost of the permit is \$150 and it allows the vendor to attend unlimited events in Frankford Township throughout the year.

Fire Safety Permit Application is required by all vendors who will be cooking or heating food on the premises or utilizing any type of flammable or combustible fuel (ie., propane heaters.) Food trucks requiring a fire suppression system must submit a copy of their most recent fire suppression system inspection report and hood cleaning report. If the vendor already has an annual Fire Safety Permit for events at the Sussex County Fairgrounds a permit application is still required, however the fee will be waived. EACH LOCATION setup requires a separate permit. All vendors MUST be setup and available for inspection the day prior to the start of the event, Thursday, 12/1/2022.

Construction Permit is required for tents of any size that are used between December 1 and March 31. Please contact the construction department prior to submitting an application. A Fire Safety Permit is also required if the tent is greater than 900 sq. feet or more than 30 feet in any direction, whether it is composed of one unit or multiple units, that installs electrical equipment, electrical wiring or mechanical equipment that is supplied by other than temporary wiring (cord and plug) in accordance with the Uniform Fire Code. A copy of the Fire Proofing Certificate is required for all tent components. The certificate must match the labels on all tent components.

ALL PERMIT APPLICATIONS AND PAYMENT ARE REQUIRED TO BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE EVENT.

Katie Radler, Administrative Assistant, Frankford Township, 973-948-5566
https://frankfordtownship.org/municipal/applications_forms/

DIVISION OF HEALTH: ALL FORMS MUST BE SENT BY SEPTEMBER 1, 2022

SEND FORMS DIRECTLY TO:

Christine Whitehead, Senior REHS, Sussex County Department Health & Senior Services
Division of Health, 201 Wheatsworth Road, Hamburg, NJ 07419
Phone: (973) 579-0370 Extension 1244
Fax: (973) 579-0399

Both forms will be available SOON on the Health Dept. website:
(<https://www.sussex.nj.us/cn/FormCenter/?tpid=588>).

2. **Setup: Closer to the Market, in October, setup instructions will be emailed to vendors. You must be completely setup and be ready to sell 30 minutes prior to the opening of the Christmas Market each day.**

Setup is Thursday ONLY. You must be ready to sell no later than 9:30am each day.

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.

3. **The committee requires non-compete from all vendors. NO vendor is to sell unless approved in advance by GCM:**

Imported German items such as: cookies, chocolate, baked goods, candies, prepackaged foods, advent calendars, and stollen of any kind. This restriction includes wooden Christmas Pyramids and candles, wooden Incense Smokers, German wooden ornaments, German wooden decorations, and nutcrackers. Additional food restrictions are: Pretzels, Linzer Tarts, Stollen, German sausages (Bratwurst, Frankfurters, Weisswurst, Nuremberg), and Potato Pancakes. This will be strictly enforced and any vendor not complying with this requirement will be required to leave the event immediately without exception.

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. All vendor spaces are to be broom swept and cleaned of all vendor debris of any kind at the end of the event.
5. **Electrical requirements – see separate page. ALL Vendors must fill out this form.**
6. **Alcohol:** Vendor MUST NOT sell alcoholic beverages intended for consumption at the Event. Only alcohol in sealed containers will be considered for vendor sales approval by the Committee. Any vendor approved to sell packaged alcohol is responsible to obtain the State permit to do so and provide a copy of the permit to the Vendor Coordinator prior to 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 any time before October 1, 2022 all fees paid will be refunded. If the Vendor cancels on or after October 1, 2022, 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.** Vehicular access to vendor spaces/buildings will be allowed ONLY on Thursday during setup before 9:30am Saturday and Sunday and after 5pm on Sunday. Traffic tickets may be incurred for vehicles in the Market area during hours of operation as this is a pedestrian area only.

12. **Failure to comply with points 1-13** 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

Nonprofit Application:

<input type="checkbox"/> Package A – 10 x 10 Outside Space You will need to bring your own tent. <input type="checkbox"/> Yes, I need electrical connection \$125 weekend fee for ALL nonprofits + \$25 Nonrefundable cleaning fee	<p style="text-align: center;">\$150</p> <hr/>
FOOD VENDORS ONLY ADD: Submit payments DIRECTLY to: - <u>Frankford Township</u> - <u>Sussex County Health Department</u>	<p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>
TOTAL DUE	<p style="text-align: center;">\$ _____</p>

Print Your Name: _____ Phone: (____) _____

By signing this contract, I agree to participate as a vendor in the 2022 German Christmas Market of New Jersey and will follow the rules and regulations contained herein. I will submit all materials required before September 1, 2022.

Signature: _____ Date: _____

Organization Name*: _____

Contact Name: _____

(*Please write your organization name **as you wish to have it appear** on our website, advertising, program and other promotional material developed and distributed by the committee.)

Email: _____@_____

Phone: (____) _____ Cell Phone: (____) _____

Mailing address: _____

City: _____ State: _____ ZIP: _____

Intended activity and/or proposed product to be sold: (attach additional pages as needed)

Attendance requires an activity or item to be sold, as donation solicitation alone will not be considered.

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 and Conditions page read and sign
- Photos or link to website with photos of products and pricing
- Electrical form filled out
- Food Vendors Only:
 - Frankford Township Fire Safety Permit and Sussex County Health Dept. forms and fees - separate links on their websites. Contacts: Frankford Township, Katie Radler Phone: 973-948-5566
 - Health Department, Christine Whitehead Phone: 973-579-0370 ext. 1244

Electrical & Propane Requirements

Vendor Name

Location (to be filled out by Vendor Coordinator)

Electrical Appliances you will be using (PLEASE LIST ALL)

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

Propane Use - a separate permit is required from Sparta Fire Marshall. Propane use is NOT for personal heaters!

By signing below you agree to comply with not exceeding the consumption you have agreed above. You agree that no electrical heaters or electric blankets will be used.

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

Signature

Date