



## 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 1<sup>st</sup>, should you need to cancel, your fees are deemed as non-refundable.

**Friday, December 2nd**

**10 AM – 9 PM (PLEASE NOTE NEW START TIME)**

**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.**

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

2022 we will celebrate our 21<sup>st</sup> 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.

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

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 9.) All vendors must clear their space of all debris and leave the space broom swept.**

We are now accepting applications for the 2022 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, 2022. 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 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/](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.**
12. **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.**

**13. 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.

**14. 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**

## 2022 Vendor Fee Schedule

### Pavilions, Huts and Outside Spaces

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, ONLY Command Strips are allowed to hang items.** NO nails, tacks or other fastener, which would permanently mar or damage the structure are allowed.

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

<input type="checkbox"/> <b>Pavilions, Huts and Outside Spaces</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 (or minimum of 100 square Feet)	\$ _____
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### Vendor Hall A – Richards Building (inside space)

Indoor spaces located inside the Richards Building.

**Any food vendors will be restricted to prepackaged food only.**

**If samples are offered, vendors will be responsible to clean debris associated with the samples regularly during and after each day of the Event.**

Tables will NOT be provided.

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

Indoor spaces located inside the 4H Building.

**Any food vendors will be restricted to prepackaged food only.**

**If samples are offered, vendors will be responsible to clean debris associated with the samples regularly during and after each day of the Event.**

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

Vendor separation screens are encouraged but must be freestanding.

**Electrical outlets are available** to ALL spaces.

Vendor to provide **linens** and power cords. NO stapling, pasting or taping to the walls.

**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>Vendor Hall B</b>	Market Weekend Price 10 x 10 Inside Spaces = \$800	\$ _____
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**Food Trucks – Max 10 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**

<p>Refer to our layout plans on our website. We will work with you to choose the best available space.</p> <p>Vendor Hall A (inside space) \$800 _____</p> <p>Vendor Hall B (inside space) \$800 _____</p> <p>Pavilions and Outside Space \$700 _____</p> <p>Hut (10 x 10) \$775 _____</p> <p>Food Truck \$750 _____</p>	<p align="center"><b>Package Total</b></p> <p align="center">\$ _____</p>
<p><b><u>Non-refundable cleaning fee (per vendor)</u></b></p> <p>+ \$25/single space</p> <p>+ \$45/double space</p>	<p align="center">\$ _____</p>
<p><b><u>FOOD VENDORS ONLY:</u></b></p> <p><b><u>Submit payments DIRECTLY to:</u></b></p> <p><b><u>Frankford Township</u></b></p> <p><b><u>Sussex County Health Department.</u></b></p>	
<p><b>Payments are accepted by <u>check or credit card</u>:</b></p> <p>Make checks payable to:</p> <p><b><u>German Christmas Market of New Jersey</u></b></p> <p><b><u>Mail to: P.O. Box 179</u></b></p> <p><b><u>Augusta, NJ 07822</u></b></p> <p align="center"><b><u>For payment by credit card, an additional 3.5% fee</u></b></p> <p align="center"><b><u>will be added to your TOTAL payment.</u></b></p>	<p align="center"><b>TOTAL</b></p> <p>Check \$ _____</p> <p>CC + 3.5% \$ _____</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 2022 German Christmas Market and will follow the rules and regulations contained herein. I will submit all materials required before September 1, 2022.

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

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

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

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

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

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

Do we have your permission to post your information on our GCM website? \_\_\_\_\_ Yes \_\_\_\_\_ No

**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 (Page 10)
- 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

**Pavilion, Huts and Outdoor VENDORS ONLY**

**Electrical Requirements**

**FORM MUST BE FILLED OUT**

**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.**

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**Vendor Signature**