



Sunday, Sept 10, 2017 12pm – 5pm

Princeton Airport

Vendor Application:

Company Name: _____

Contact Name: _____ **Title:** _____

Street Address: _____

City, State, Zip: _____

Phone: _____ **Fax:** _____

Email: _____

Website Address: _____

Special Requests: _____

Merchant/Non-Profit (No Food)

MBA Non-Profit member/MTSD space 10x10 needed _____ @ \$ 50.00 (per space) \$ _____

Non-Profit space 10x10 needed _____ @ \$100.00 (per space) \$ _____

Volunteer Hours Pledged (quantity 10 hr. increments) _____ @ \$ - 50.00(per space) \$ _____

MBA member 10x10 needed _____ @ \$100.00 (per space) \$ _____

Non MBA member 10x10 needed _____ @ \$200.00 (per space) \$ _____

Original Art/Handmade Designs (No Food or Resale Merchandise)

MBA member 10x10 needed _____ @ \$ 50.00 (per space) \$ _____

Non-MBA member 10x10 needed _____ @ \$100.00 (per space) \$ _____

Demonstration/Performance (Pending Approval)

Community Stage needed _____ @ _____ (per space) \$ _____ N/A

Grand Total \$ _____

Please Note: Non-Profit Organizations and School Groups may have fee waived by volunteering 10 hours per space needed. Hours may be spread up to 5 individuals. Approved on a case by case basis.

Please Make Checks Payable and Mail with Completed Application To:

**Montgomery Business Association FunFest
1330 Route 206 #103-199
Skillman, NJ 08558**



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New Merchandise/Arts & Crafts

Please list items to be sold (unlisted items will be prohibited, use a separate sheet if necessary)

Original Art & Handmade Design

Please list items to be sold (unlisted items will be prohibited, use a separate sheet if necessary)

Demonstration/Performance Proposal (limit 15 minute max per group)

Please describe in detail the Demonstration/Performance you would like to present. Please include if presenting on Community Stage, length of performance, number of performers. (Feel free to use a separate sheet if needed)

Proceeds from the sale of spaces will be used for charitable projects including a scholarship fund by the Montgomery Business Association. Questions? Send them to: info@funfest.shoplocalmontgomery.com.

I have read the rules, regulations and insurance requirements listed in this application and I understand and agree that I must comply with them.

Signature of Applicant: _____ **Date:** _____



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Vendor Application, Rules, Regulations & Important Information

This application, rules and regulations represent a significant part of the contract for exhibit space. The Montgomery FunFest Committee reserves the right to render all decisions and interpretations there on and to establish further regulations as may be deemed necessary for the overall success and wellbeing of the event.

VENDOR EXHIBIT SPACE: Merchant/Non-Profit Exhibit space is approximately 10' X 10'. Single spaces are large enough to fit a 10' X 10' tent comfortably. • You may reserve up to 2 spaces. • You must supply your own tables, tents, chairs and display units. • No water is provided. • Participants are responsible for providing trash receptacles and clear bags for their own trash. **Do not dispose of these items in the airport trash cans, sewers or along the grounds. Vendors who violate these rules will be fined and will not be permitted into future festivals.**

APPLICATION DEADLINE is July 15, 2017. Any application post marked after July 15, 2017 will be assessed a \$50 late fee. • Vendor space is limited, available spaces are issued on a first-come basis, it is urged that you submit your application with payment today! • Space availability cannot be guaranteed (No refund will be made for any reason). • NO EXCEPTIONS

NOTIFICATION: The Montgomery FunFest Committee reserves the right to deny any application that does not conform to these guidelines. Receipt of your application will be confirmed in writing. If this application is not accepted, your money will be returned. No refund will be made for any other reason. It is agreed that if the participant fails to comply in any respect with the terms of this agreement, FunFest shall have the right, without notice, to occupy, sell or offer for sale the exhibit space covered by this contract without any rebate or allowance whatsoever to the participant. Said participant shall be liable for any deficiency, loss or damage suffered by the event by reasons herein stated, and without in any way releasing said Participant from any liability whatsoever.

PERMITS: All participants 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. Once you have been accepted, you **MUST CONTACT** the Montgomery Fire Department by Friday, August 11, 2017 to comply with open flame permits, fees, and special regulations. Fire Official: Roy Mondri (908) 359-8211 x237 or x230 or x271 <mailto:rmondi@twp.montgomery.nj.us> All permits/forms need to be filed by August 11, 2017 and brought to the event. If you do not bring the applicable forms: fire safety permit to FunFest you will forfeit your space without refund.

INSURANCE: All vendors will be required to name "**The Montgomery Business Association**" and "**Princeton Aero Corp. and Pacific Air Craft**" as additional insureds on their insurance policy. Failure to do so will disqualify a vendor from participation in this year's event.

SET UP/CLEAN UP: ALL SPACES ARE PRE-ASSIGNED. Location numbers and instructions will be emailed out on September 1, 2017. Set-up time is no earlier than 8:30 am and to conclude 11:00am. Cars are allowed for drop-



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off only. Cars MUST be removed from the area immediately after unloading and PRIOR to booth setup. VEHICLES MUST BE REMOVED FROM EVENT SITE BY 11:00 am – NO EXCEPTIONS. Participant may not assign their contract for exhibit space or permit to any other person to use part of such space. Take down is at 5:15 pm. All participants agree to maintain their exhibit booth until the closing time of the event; to leave with all merchandise, boxes, debris, etc. and to keep exhibit area clean at all times. All participants are required to have appropriate trash collection capabilities and **are required to clean up their area after the event.**

MERCHANDISE: Participant may display and sell ONLY what he/she has listed on this contract, and that which was agreed upon by the sponsor. FunFest committee reserves the right to decline, prohibit or remove any participant 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. • Participants wishing to insure goods must do so at their own expense. The Montgomery FunFest assumes no responsibility for or guarantee to the safety of the properties of the participant, its agents and their employees from theft, damage from fire, accident or any other cause whatsoever, and the Participant expressly agrees to save and hold harmless The Princeton Airport, Montgomery FunFest, and the Montgomery Business Association, its management, agents, employees and specifically to attendees while within the Participant’s exhibit space or caused by the Participant’s display.

GAMES OF CHANCE: Games, Raffles or similar activities that are not free to participants are NOT permitted unless they are approved by the FunFest Committee.

RAIN DATE: Every effort will be made to have the fair. If weather causes the fair to be cancelled, there will be no rain date or refunds. Montgomery Business Association or FunFest will not be liable for the fulfillment of this contract as to the delivery of said exhibit space, if non-delivery is due to any of the following causes: insurrections, local or regional disturbances, strikes, fire, acts of god (inclement weather), or for any cause beyond their control. Montgomery Business Association or FunFest, in the event of not being able to hold the event for any of the above reasons, will not reimburse participants.

Vendor INSURANCE requirements: All vendors must name “**Montgomery Business Association**” and “**Princeton Aero Corp. and Pacific Air Craft**” as additional insureds. Certificate of Insurance must be prepared on your behalf and sent in with your space application. All insurance policies must be written through insurance companies licensed in New Jersey with an A.M. Best rating of “A” or better. The Montgomery Business Association shall not be liable for any loss, damage or injury in any way related to your (vendor’s) operations or products. You do hereby agree to indemnify, defend, and save harmless the MBA and its agents, servants, volunteers, and employees from and against any claims, suits, damages, costs, expenses and/or liabilities, including attorney fees and litigation expense, in any way arising from or related to actions which are the responsibility of the vendor.

I have read the above rules, regulations and insurance requirements listed in this application and I understand and agree that I must comply with them.

Signature of Applicant: _____ **Date:** _____



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We look forward to seeing you at FunFest—Thank You!