



2023 Vendor Form

July 8, 2023

The Sussex County Fairgrounds – 37 Plains Rd., Augusta, NJ 07852

GUIDELINES AND INFORMATION

APPLICATION PROCESS:

Complete applications must include:

1. All requested information. A complete listing of products, not general descriptions (such as accessories and/or related products) are not acceptable.
 2. You must enclose 1 digital image(s) of your product or one image of your booth. We reserve the right to use images for publicity and advertising. Please include a short bio if you choose. Please enclose a description of your items.
 3. Floor plan layout of how you will use the space (*if larger than 10' x 10'*).
- Applications submitted without these items will not be considered.

SELECTION PROCESS:

Completing an application does not guarantee space. The selection process is based upon uniqueness of products, quality, diversity, availability of space, and appropriateness of product type for available space. We like to limit a max of 2 of the same products being sold by different companies at each event. If selected, the leased space includes only the area assigned.

PUPSTOCK determines final location space. Requests for specific locations will be accommodated at discretion of the PUPSTOCK administrative staff. We advise to submit a completed application as soon as possible, as space will be available on a first come, first serve basis.

INSURANCE REQUIREMENTS:

A Certificate of General Liability Insurance in the amount of \$1,000,000 listing RK Ferraro Enterprises as certificate holder and additionally insured to include setup and removal days of the annual PUPSTOCK event. Insurance certificate **MUST** be issued in your contract/customer name.

If a certificate is not provided by July 8, 2023, PUPSTOCK does not guarantee having a space at the PUPSTOCK event. In this event, no refund will be provided to the exhibitor as they did not fulfill the requirements outlined in this agreement.

HOURS OF OPERATION

If a sponsor has a physical presence, they are required to be open, operating and adequately staffed during the entire event (12:00pm – 5:00pm). No vehicles will be permitted on-site day of the event between the hours of 10:00am – 5:30pm.

TAX RATE:

New Jersey State tax rate as of January 1, 2017 is 6.875%. You must have a valid state Tax ID Number. A copy of your Sales Tax Certificate must be sent in with your contract.

Business/Organization (exactly how you wish your name to appear on any listings):

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____ Cell Phone: _____

On-site Contact Name and Phone (if different from above): _____

Email: _____

Social Security # or Federal Tax ID #: _____

List of products and/or services that you will be selling. Please include a price range of your products.

TYPE OF EXHIBIT (check one)

Exhibit _____ Straight Sales _____ Demonstrator/Marketing _____

SPACE REQUIREMENTS (check one)

10' x 10' (\$150) _____ 20' x 10' (\$200) _____

20' x 20' (\$250) _____ Other _____

ELECTRICAL REQUIREMENTS (check one)

None _____ 20 Amp (\$20) _____ Other (\$10 additional per 10amp over 20 amp) _____

VENDOR NAME: _____

PUPSTOCK

Contact Name: _____

Kristin Ferraro, Owner

Signature: _____

Signature: _____

Date: _____

Date: _____

Please send applications and payments by June 15, 2023

RK Ferraro Enterprises

Attn: Pupstock

157 Forest Lake Dr. N., Byram, NJ 07821

Any questions, please contact Kristin Ferraro at: 201-841-9906 or kristin@pupstock.com