

PUPSTOCK

GUIDELINES AND INFORMATION

APPLICATION PROCESS

Complete applications must include:

1. All requested information. General Descriptions (such as accessories and/or related products) are not acceptable.
2. A complete listing of product(s). If selected, this is where the approved merchandise on your contract will come from.
3. Must submit a copy of APPROVED Health Permits from: Sussex County Department of Health, and from Frankford Township.

Attaining these permits will be at the discretion of the food concessionaires.

4. Do not send money with this application. If a contract is issued, you will be notified.

Applications submitted without these items will not be considered.

SELECTION PROCESS

Completing an application does not guarantee space. The selection process is based on uniqueness of products, quality, diversity, booth design, availability of space, and appropriateness of product type for available space.

If selected as a new exhibitor/concessionaire, leased space includes only the area assigned.

PUPSTOCK determines final location of space. Requests for specific locations will be accommodated at the discretion of the PUPSTOCK administrative staff.

It is advisable to submit a completed application as soon as possible. Vendors who are selected will be notified.

INSURANCE & HEALTH PERMIT REQUIREMENTS

A Certificate of General Liability insurance in the amount of \$1,000,000 listing RK Ferraro Enterprises as certificate holder and additional insured to include setup and removal days of the annual PUPSTOCK event.

Insurance certificate must be issued in your contract/customer name.

Food Concessionaires must provide approved health permits from Sussex County and Frankford Township.

If a certificate and approved permits are not provided by August 1, 2019, 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

All exhibits must be open, operating, and adequately staffed during the entire event (12:00pm - 6:00pm)

No vehicles will be permitted on-site day of the event between the hours of 10:00am - 6:30pm.

Tax Rate

New Jersey State tax rate as of January 1, 2017 is 6.875%. You must have a valid NJ state tax ID number.

A copy of your NJ State Sales Tax Certificate must be sent in with your contract if accepted.

INSTRUCTIONS

Thank you for your interest in participating in the 2019 PUPSTOCK. Receipt of this application by PUPSTOCK does not guarantee exhibit/concession space. Please read thoroughly! Incomplete applications will not be accepted.

1. Please type or print this application. All questions must be answered completely and legibly.
2. Please include a list of all products and/or services you plan to sell, you must be specific. General descriptions such as accessories and related products are not acceptable.

BUSINESS INFORMATION

Business name _____
Owner name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Cell Phone _____ FAX _____
Contact name and phone number (if different from above) _____

Social Security# or Federal Tax ID# _____

(APPLICATION WILL NOT BE PROCESSED WITHOUT THIS NUMBER)

Email _____

List of Products and/or Services (no exclusivity will be granted)
You must list all products that you will be selling /displaying at the Fair. Methods used to create products will enhance your application. Please include the price range of products. Your contract will be processed on the basis of this application. Violations may mean cancellation of contracts and forfeiture of monies paid. You may attach additional sheets, if necessary.

SPACE REQUIREMENTS (Check One)
10' x 10' (\$100) _____ 20' x 10' (\$100) _____
Other _____

ELECTRICAL REQUIREMENTS (Check One)
None _____ 20 Amp (\$20) _____
Other (\$10 additional 10 amps over 20 amps) _____

Applicant agrees that all information provided is true and consistent with the rules and regulations of PUPSTOCK. Any falsifying of information on this document may disqualify the applicant from further participation in PUPSTOCK events.

Name (Print) _____
Signature _____ Date _____

EMAIL/MAIL TO:
RK Ferraro Enterprises
PUPSTOCK
157 Forest Lakes Drive North, Byram, NJ 07821
PHONE: 201-841-9906
E-MAIL: kristin@pupstock.org

PAY BY CREDIT CARD:
E-MAIL: kristin@pupstock.org

Prior to set-up, you must have a NJ STATE SALES TAX CERTIFICATE.
Food Vendors must have a Sussex County Board of Health Permit and a Fire Permit (for an open flame).

NJ State Tax Bureau
800-323-4400
609-588-2200
609-588-2525

Sussex County Division of Health
973-579-0370
201 Wheatsworth Road
Hamburg, NJ 07419
health@sussex.nj.us
www.sussex.nj.us

Frankford Township
973-948-5566
(see attached health form)