



**OSKAR SCHINDLER PERFORMING ARTS
CENTER
4 BOLAND DRIVE
WEST ORANGE, N.J. 07052
WWW.NJAI.ORG**

**RETURN THIS APPLICATION TO SUSAN ANDERSON 4 BOLAND
DRIVE, WEST ORANGE, NJ 07052, SANDERSON@NJAI.ORG**

VENDOR/PRACTITIONER APPLICATION

973-462-7010 PHONE

The application attached is for participation as a vendor or practitioner in the summer at OSPAC 2017 event:

Events will be held **6/24/2017- 9/16/2017**

Vendors will be chosen by type and order of application for each event.

Vendors will receive a 10x10ft (NEGOTIABLE FOR FOOD TRUCKS) space outdoors. Location will be determined by electrical needs and type.

Vendors must provide their own tent, tables, and other setup equipment. All vendors are responsible for the ongoing appearance of their booth - no clutter or trash - and for cleaning up their space at the end of the show. All vendor tables **MUST** be covered to the ground with NEAT, attractive cloths. Excess merchandise, storage bins and carts, and personal belongings must be out of public view or stored in your vehicle. Tables must have a cover and tents and chairs must be in good condition.

Sales tax is now 7%. All vendors are responsible for all sales taxes related to the sale of products, and are responsible for all State and Federal Income tax obligations. We leave it up to you to display your NJ tax ID. Individual artists are responsible for collection and reporting of NJ state sales tax. Sale and % off signs are prohibited.

Vendors must fit into the event theme of the event. Vendors are required to load in by hand truck from curbside. No vehicles will be allowed on the property. Vendors must be fully loaded in and fully set up by gate opening. Vendors may not leave the property before gate closing and may not pack up until the event is concluded.

Vendor fee is \$125 for food vendors and \$100 for craft, accessories, and gift vendors per event. A non-refundable deposit to reserve your space is due at time of contract or no later than one week prior to event. Balance to be paid in full at load in is payable by cash or check made out to the New Jersey Arts Incubator.

COMPLETE BELOW AND SUBMIT

VENDOR APPLICATION

NAME OF APPLICANT _____

NAME OF COMPANY _____

ADDRESS _____

CITY _____

COUNTY _____ STATE _____ ZIP _____

Circle best number to reach you

HOME PHONE _____

WORK PHONE _____

CELL PHONE _____

EMAIL _____

DRIVER'S LICENSE NUMBER _____

TYPE OF VENDOR – FOOD, RETAIL, SERVICE, PRACTITIONER (circle one)

Describe your service or product

Describe the range of cost of your product or service-

Attach copies of certifications/licenses– food vendors must attach food handling license, businesses must attach state business license, practitioners must attach practitioner's license, tax exempt include tax exempt certification. You must include one photo of your booth and/ or set up. Photos will not be returned.

Will you be providing demonstrations for the public? _____

ADDITIONAL INFORMATION

***All vendors must sign and include a Liability Waiver and Photo Release with this application. (Documents can be found on www.njai.org.)**

All exhibits and products to be displayed and sold at this show must be considered family friendly.

No music or sound effects will be permitted at any booth. We will not accept vendors with loud machinery. Individual radio or CD equipment is not allowed.

Cash payments are encouraged. Checks or money orders are payable to The New Jersey Arts Incubator. Bounced checks will incur a \$35 processing fee.

For Office Use:
Received by _____ Date _____
Reviewed by _____ Date _____
Photos received?
Recommended for inclusion? YES /
NO Other Comments:
Paid on // check #_____