

# Vendor Application



## Garden Expo

Burlington County Agricultural Center  
500 Centerton Road, Moorestown, NJ

**Saturday, May 9th, 2020**

8:30 a.m. – 1 p.m. Rain or Shine

### **General Information:**

Gardening, plants, and fun will be the focus of the Garden Expo to be held at the County Agricultural Center. The event will be held from 8:30 a.m. to 1 p.m., rain or shine. The event is sponsored by the Board of Chosen Freeholders in collaboration with Rutgers Cooperative Extension & the Master Gardener Program. Parking & admission are free. May 9th is also the opening day of the Farmers Market and the day before Mother's Day.

**Vendors Wanted:** Plant sales, educational exhibits related to gardening/horticulture, Garden Clubs, merchandise sales with a garden theme, and food vendors.

**Fees:** \$30 for a 10 linear feet space; \$38 -15 linear feet; \$45 - 20 linear feet; \$60 - 30 linear feet. Vendors must provide their own table(s). Vendor fee is due upon acceptance, payable to *Burlington County Treasurer*. As many vendors as possible will be placed in the covered market barn or under a tent. The County may offer discounted fees to those vendors placed outside of the covered areas.

**Deadline for Application Submission: Friday, April 3, 2020**

**Screening:** All applicants will be screened by the Garden Expo Committee.

(Please type or print clearly)

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

Town: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail: \_\_\_\_\_ Website \_\_\_\_\_

Description of product, service or exhibit/demo: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Check here if you need electric. We will make every effort to accommodate your electrical needs.

By Submission of this application, the Vendor agrees to defend, indemnify and hold harmless the County and its officers, employees, servants and agents from all claims, suits or actions of every kind or character made upon or brought against the County and its officers, employees, servants and agents for or on account of any injuries or damages which shall arise, in whole or in part, out of, in the course of or as a consequence of any willful or negligent act or omission or tortuous act or omission of the Vendor, its employees, agents or subcontractors, in the performance of the said work or by or in the consequence of any negligence in the operations or any improper material or equipment used, or by or on account of any act or omission of Vendor or its servants, agents or employees. This indemnity shall include attorney's fees and costs and all other expenses incurred in the defense of any suit.

Vendor grants the Burlington County Board of Chosen Freeholders the right to record, photograph, and film or otherwise make a visual, auditory or other record of the vendor and the name and likeness of any vendor guests, employees or agents who attend the event at any time during the event period. Vendor agrees and understands that the Burlington County Board of Chosen Freeholders does not have the obligation but is free to use such recordings for promotional and educational purposes.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(must be signature - not typed)

**For More Information Contact: Gabby Terzano**  
[gterzano@co.burlington.nj.us](mailto:gterzano@co.burlington.nj.us)  
**Telephone: (856)642-3850**

**Submit application to:**

Mail:  
**Gardening Expo**  
Department of Resource Conservation  
P.O. Box 6000  
Mt. Holly, NJ 08060  
Attn: Gabby Terzano  
Fax: 609-261-7271  
Email: [gterzano@co.burlington.nj.us](mailto:gterzano@co.burlington.nj.us)

**For Office Use Only**

Application Received: \_\_\_\_\_ (date)

Amount Due: \$ \_\_\_\_\_ Paid on: \_\_\_\_\_ (Date)

Cash                                      Check                                      Credit Card                                      Money Order

Receipt # \_\_\_\_\_ Approval # \_\_\_\_\_

Insurance Required: Yes \_\_\_\_\_ No \_\_\_\_\_ Is yes, certificate received Yes \_\_\_\_\_ No \_\_\_\_\_

Approved by Risk Management: \_\_\_\_\_ (Date)

If Food Vendor, BCHD paperwork submitted: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved by BCHD: \_\_\_\_\_ (Date)

# Burlington County Gardening Expo

## What you need to know:

- Date: Saturday, May 9, 2020, rain or shine.
- Event Hours: 8:30 a.m. - 1:00 p.m.
- Location: Burlington County Agriculture Center located at 500 Centerton Road, in Moorestown, NJ 08057.
- Application deadline is Friday, April 3, 2020 or until all spaces are filled.
- The non-refundable vendor fee is due upon acceptance. Make checks payable to - *Burlington County Treasurer*.
- Some vendors may be required to provide a Certification of Insurance. Vendors will be notified if insurance is required at the time of acceptance.
- Food vendors are required to obtain a permit from the Burlington County Health Department for a mobile/temporary food service facility. Application information is found at <http://www.co.burlington.nj.us/DocumentCenter/View/3061> or call George Hamway at (609) 265-5521. Food vendors using a propane tank or open flame must obtain a permit from the County Fire Marshal. For more information go to <http://www.co.burlington.nj.us/941/Uniform-Fire-Code-Permit-Application-Doc>.
- Arrival times will be dependent upon assigned location. Plan on arriving between 7:00 a.m. - 8:00 a.m. allowing sufficient time to be set up by the start time. Staff will contact you prior to event to advise of location and arrival time.
- Vendors must enter the site using the designated vendor entrance. After unloading and set-up, parking is available behind the Market Barn.
- A limited amount of electric is available. We will make every effort to accommodate electrical requests.
- You must have a garden related product, service or exhibit.
- You must recycle cardboard, bottles and cans at County events. Recycling containers and trash containers are available on site.
- Vendors are not allowed to take down before 1 p.m.
- No soliciting or petitioning is permitted at this event.

Please keep this information for easy reference. We recommend that you make a copy of the application that you send to us.



For additional information contact:

Gabby Terzano

Phone: (856) 642-3850

Fax: (609) 261-7271

E-mail: [farmmarket@co.burlington.nj.us](mailto:farmmarket@co.burlington.nj.us) or [gterzano@co.burlington.nj.us](mailto:gterzano@co.burlington.nj.us)