



NJ Department of Environmental Protection
Division of Fish and Wildlife
23 Reese Avenue
Hackettstown, NJ 07840
Phone: (909) 852-4950 Fax: (908) 852-6630

April 23, 2012

There's still time! Don't miss out on this unique opportunity to celebrate the Hackettstown State Fish Hatchery's 100 year anniversary!

On **Saturday and Sunday, June 2, and 3, 2012**, from 10:00 am to 5:00 pm, the Hackettstown State Fish Hatchery will once again open its gates to the general public, but for one weekend only! Join the Division of Fish and Wildlife in not only celebrating the hatchery's long standing history but in also celebrating the many outdoor interests New Jersey has to offer. The hatchery, located in the heart of Hackettstown, encompasses over 200 acres with over 65 freshwater ponds and a state of the art intensive culture facility. The original hatchery building and raceways constructed in 1912 still stand.

The Centennial Celebration is a free event designed for visitors to not only see a fully operating fish hatchery but also to experience the many outdoor activities New Jersey offers. The Division is seeking organizations, conservation groups, artists, and businesses alike to help celebrate this historic occasion. If you or your organization would like to take part in this exciting event, please visit the Division's website at NJFISHandWILDLIFE.com Click on the Hatchery Centennial icon on the main home page for more information and registration forms. As the event is approaching fast registration forms must be submitted **no later than May 15, 2012**. We want this event to be as engaging and interactive for the public as possible. Therefore, if you would like to conduct a demonstration or provide a hands-on activity, in addition to a booth or display, please let us know.

If you have questions, please call (908) 852-4950 or e-mail at hatchery100years@earthlink.net. As many New Jersey residents remember visiting the hatchery years ago we are anticipating a large turn-out for this event. We look forward to your participation and rely on your help make this event a success! We hope to see you there!

Sincerely,

Chief, Freshwater Fisheries
NJ Division of Fish and Wildlife



Proudly serving New Jersey anglers for 100 years



COMMERCIAL VENDOR REGISTRATION

****MUST respond by May 15, 2012****

Please complete this registration form to participate as a Commercial Vendor. Note that Non-Profits, Conservation Groups and Government Agencies need to complete a separate exhibitor registration form, available by request to hatchery100years@earthlink.net.

ORGANIZATION INFORMATION

Yes, I will attend the Hackettstown Hatchery Centennial Celebration on **June 2 and 3, 2012** at the Hackettstown State Fish Hatchery on 23 Reese Avenue in Hackettstown, from 10 am to 5 pm daily, rain or shine.

Name of Organization: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Mobile Phone: _____

E-mail: _____

Please check the category that best describes your organization:

- Commercial Vendor Food Vendor

Do you have liability insurance? (Required for food vendors) Yes No

ALL VENDORS

Please describe the service(s) or product(s) you will be selling (please also indicate if you are a local business)

FOOD VENDORS

Note: Due to space limitations, only three(3) commercial food vendor applications received from vendors selling different food products will be accepted, following review by event planners. Food vendors will be notified via e-mail on April 30, 2012 if your application is accepted.

1. Please provide a detailed menu and price information (attached list if needed). _____

2. All food vendors selected to participate must have **COMPREHENSIVE GENERAL LIABILITY INSURANCE** in the amount of **at least \$500,000.00**. Proof of Comprehensive General Liability Insurance must be submitted directly from the insurance agency and received by May 15, 2012. Certificates should be mailed to: Lisa Barno, NJ Division of Fish and Wildlife, 23 Reese Avenue Hackettstown, NJ 07840.

3. If your application is accepted, review the enclosed Warren County Board of Health information packet. Also review the enclosed information from the NJ Division of Fire Safety and complete and submit their Application for Permit, per their instructions. Fire Safety inspections will occur during set up times for the event.

SPACE REQUIREMENTS

Note: Water and electricity will not be provided. All vendors must be 100% self sustained.

Commercial Vendors: The vendor space is 10'x10' in size and includes 1 table and 2 chairs

Will you set up your own popup tent with table(s) and chairs? (Y / N) Tent dimensions: _____

Food Vendors: You are required to set up your own tables, chairs and popup tent, if needed. Water and electricity will not be provided and you must be self sustained.

Tent dimensions: _____

Additional requests: _____

SETUP AND BREAKDOWN

When will you be setting up? Fri., 6/1, from 2:00–5:00 PM Sat., 6/2, from 6:30-8:30 AM

Setup must be complete by 9:00 AM Saturday morning and exhibitors will not be permitted to breakdown before 5:00 PM on June 3, 2012. Tents and grounds must be vacated by 7:00 PM on Sunday, June 3, 2012.

IMPORTANT INFORMATION

- Event spaces are limited and will be reserved on a first-come-first-serve basis. Event spaces will be assigned by Centennial organizational Staff (food vendors – see note in above “Food Vendors” section).

- Event organizers reserve the right to reject late registrations or registrants that are not in accordance with the event's objectives. Incomplete applications may not be accepted.
- You will be **e-mailed** an event confirmation, logistical information and a parking pass before the event.
- The Centennial Celebration will be held rain or shine, so please prepare accordingly. If the forecast is particularly dire, you will be contacted 2 days prior to the event to let you know if there will be activity cancellations.
- No commercial vendor shall be permitted to remain overnight on the grounds
- All food vendors shall post in plain sight of the public any certificates issued by Division of Fire Safety to the vendor.
- No alcoholic beverages or controlled substances shall be sold, consumed or possessed on the grounds.
- Commercial vendors shall keep their assigned space(s) in a neat, clean and sanitary condition at all times by removing all debris, litter and refuse and depositing the same in containers provided for this purpose.
- Commercial vendors are encouraged to bring tablecloths or table coverings and signs identifying your organization.
- Stations shall remain adequately staffed for the entire duration of the event.
- Overnight security will be provided on the grounds for Friday, 6/1 and Saturday, 6/2. Commercial vendors shall be responsible for the safekeeping of their exhibits, displays, merchandise and supplies. Event organizers are not responsible for the loss, theft or destruction of the same.
- All commercial vendors shall assume all responsibilities for any damage resulting from the operation of their exhibit, product or service. All vendors shall understand and agree that event organizers and their agents and employees shall be held harmless from any liability arising from the use of exhibit or vending space(s). event organizers and their agents shall also not be responsible for any loss, damage or injury due to theft, fire, explosion, natural effects of the weather, vandalism, or arising out of failure of electric power or related equipment, or for any force of nature, civil commotion or disasters of any kind, or for any other condition beyond their control resulting to persons, equipment, merchandise, display or exhibitor/vendor space contents.
- Questions should be directed to the Hackettstown Fish Hatchery at (908) 852-4950 or hatchery100years@earthlink.net.

By **May 15, 2012**, please mail the completed Registration Form, and Proof of Insurance if required.

**Attn: Centennial Celebration
Hackettstown State Fish Hatchery
23 Reese Avenue
Hackettstown, NJ 07840**

hatchery100years@earthlink.net

THERE IS NO FEE FOR EXHIBITER OR VENDOR SPACE AT THIS EVENT