

...Connecting Great Kids with Great Camps



Dear Camp Director,

The malls where we are holding our camp fairs at this season have provided me with a list of rules that **MUST** be followed. According to the contract I have signed with them, if you are in violation, they have the right to ask you to leave the event. (No money will be refunded because this note will serve as that notification).

Tables and Chairs:

All tables must have a flame retardant cloth table skirting which covers the top of the table and reaches the floor. The cloth skirting must be all the same color and approved by the Marketing Director. The Outlets at Bergen Town Center, Livingston, Menlo Park, and Quaker Bridge have a very limited number of these cloths. Freehold Raceway Mall does not have any. **You will be able to use your normal camp overlay but it will go over this skirting. Most of the tables are 6 foot but here and there a mall has 8-foot tables.** Menlo and Freehold do not have tables and chairs so I will have to rent them. Menlo does not allow chairs!

Signage:

There are to be absolutely **NO HANDWRITTEN SIGNS**. Signs may not be attached to any mall surface. Nails, screw in hooks or thumbtacks are specifically not allowed on any Shopping Center surface.

Common Area Fixtures:

Shopping Center property such as trash containers, benches, sign holders, carts or plants are not to be used or moved and may only be done with Shopping Center management approval.

Advertising and Solicitation:

The following items are prohibited at displays: flashing lights, heat-producing equipment, open flames, flammable liquids or fuels, loud noises, loud speakers, sound systems, odors, radios, televisions. **Carnival type "barking" or any similar forms of soliciting or badgering of shoppers is not permitted.** Any item or activity that could prove a hazard or an annoyance to Shopping Center merchants or Shopping Center shoppers must be removed immediately. **Helium tanks are NOT permitted. Balloons are NOT permitted.**

Food:

Vendors, meaning you, are **NOT** allowed to drink or eat at their tables or set-ups. You and your staff must move away from the area to consume food or beverage.

Insurance:

The tenant (**YOU**) is responsible for submitting the certificate of insurance naming the Shopping Center as an additional insured. **Exact wording will be provided to you upon registration. The certificate of insurance must be returned to me at least three weeks before the event.** Please email it to me at **BKRubin@aol.com**

Displays:

No displays are allowed that are over 6' 0" in height and not wider than the display table. No boxes or additional tables or stands may be placed next to the table. Displays may be placed on or behind the table.

452 Elwood Street
Piscataway, NJ 08854

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Carts:

Hand carts, dollies and flat beds are not supplied by the Shopping Center. If these items are brought into the Shopping Center, they must be equipped with pneumatic rubber wheels and can be used only during non-operating hours of the Shopping Center.

Electricity:

Electricity **may not** be available in every location. There are just a limited number of available electrical outlets, these are available on a first registered **and** paid basis. If electricity is not available it is suggested that you bring a charged laptop with a back-up battery. Exposed, loose or taped cords are not allowed. Only 30-amp. 3-prong cords may be used. No household extension cords will be permitted.

Trash:

Under no circumstances shall boxes, packing materials, extra pamphlets, or other waste be left in the common area. Charges incurred will be passed along to you.

Sincerely,

Barbara Rubin
Sensational Summers, LLC
NJ Camp Fairs

Please sign below as proof that you have read the mall rules and agree to abide by them. Please keep a copy for yourself and email it to me at BKRubin@aol.com.

Camp Director's signature

Date

Name of Camp