



# NJRF Vendor Guidelines

## New Jersey Running Festival 2025

- **Harborside** – Indoor Expo (Oct 11–12) & Outdoor Festival (Oct 13)
- **Contact:** neil@racedatabase.com | 201-904-6418

## Booth Options & Pricing

Booth/Service Package	Base Refundable Fee	Total Cost	Balance Due at Event
Standard 10' x 10' Booth	\$500	\$1,000	\$500
Expanded 10' x 20' Booth	\$750	\$1,500	\$750
Expanded 10' x 30' Booth	\$1,000	\$2,000	\$1,000
Larger 20' x 20' Booth	\$1,250	\$2,500	\$1,250
Larger 20' x 30' Booth	\$1,500	\$3,000	\$1,500
Premium Package (e.g. 20' x 40' with add-ons)	\$2,000	\$4,000	\$2,000

## Payment & Accepted Methods

**Deposit:** Paid during registration

**Balance:** Paid during event weekend

**We accept:**



## Vendor Benefits

- Access to 20,000+ attendees
- Indoor & outdoor visibility
- Inclusion in NJRF promotional material (select packages)
- On-site support team
- Vendor parking and logistics assistance



Jersey City, New Jersey

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**For more information, please contact:**

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**Email :** neil@racedatabase.com



# NJRF Vendor Guidelines

## Setup & Breakdown Times

### Harborside

- Setup: – **Indoor Expo (Oct 11–12) & Outdoor Festival (Oct 13)**
- Breakdown: **Sunday, Oct 12 – 6:00 PM**

### Outdoor Vendors:

- Setup: – **Monday, Oct 13 – 6:00 AM**
- Breakdown: **Monday, Oct 13 – After 4 :00 PM**

## Vendor Responsibilities

- Bring all required materials (e.g., banners, displays, extension cords if needed)
- Keep your space clean and safe
- Follow NJRF team instructions during setup & breakdown

## Add-Ons & Support Services

### Available upon request:

- Extra lighting or power
- Internet upgrades
- Premium booth placement
- Custom signage
- On-site vendor assistant

## Health & Safety Guidelines

- Follow local NJ health and fire codes
- Keep all walkways clear
- First aid and security teams will be on-site
- Hand sanitizing stations provided

## Branding & Communication

- All booth signage must align with NJRF brand values
- For branding questions, contact the NJRF design team
- Join our vendor Slack channel (invite via email) for updates and support



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