

①

Gouveia, Susan

From: Lashway, Lisa
Sent: Tuesday, May 19, 2015 2:31 PM
To: Gouveia, Susan
Subject: FW: 2015 NJ Wild Outdoor Expo
Attachments: ExpoExhibitorRegistrationForm2015.doc; ExpoExhibitorInvitationLetter2015.pdf; NJWILDOutdoorExpo2015Flyer_lowres.pdf

Corresp

Lisa Lashway
Mt. Olive Twp. Clerk
973-691-0900 Ext. 7291
FAX 973-691-2080
PO Box 450
Budd Lake, NJ 07828

From: Rogers, Joseph [mailto:Joseph.Rogers@dep.nj.gov] **On Behalf Of** Randazzo, Cindy
Sent: Monday, May 18, 2015 10:16 AM
To: Randazzo, Cindy
Subject: 2015 NJ Wild Outdoor Expo

Dear Municipal Clerk:

Please feel free to share appropriately.

You are invited to participate in the DEP's 6th annual **New Jersey WILD Outdoor Expo** to be held on **September 12 and 13, 2015** at the Colliers Mills Wildlife Management Area in Jackson Township. This free event allows visitors to learn about, explore, experience and enjoy New Jersey's natural world. Event activities and exhibits are oriented toward the environment, fish and wildlife conservation, and related outdoor recreation opportunities available within the state's forests, parks and natural areas.

If you would like to take part in the WILD Outdoor Expo, please submit the attached Exhibitor Registration Form by **June 12, 2015**. If you have questions, please call Michelle Smith at (609) 259-6961 or e-mail via at Michelle.Smith@dep.nj.gov. I hope you can participate and help make this event a success!

Get Outdoors at the 2015 NJ Wild Outdoor Expo!
wildoutdoorexpo.com

If you have any other environmental questions, please contact me directly.

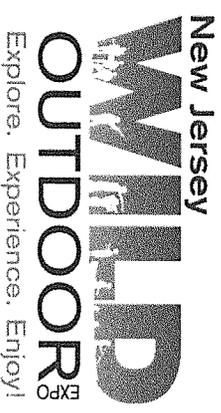
Sincerely,

Cindy W. Randazzo
Director
Office of Local Government Assistance
New Jersey Department of Environmental Protection
401 E. State Street
P.O. Box 402
Trenton, NJ 08625-0402
Office: 609-633-7700
Cell – 609-575-3806
email: cindy.randazzo@dep.state.nj.us

www.nj.gov/dep/

NOTE: This E-mail is protected by the Electronic Communications Privacy Act, 18 U.S.C. Sections 2510-2521. This E-Mail and its contents may be Privileged & Confidential due to the Attorney -Client Privilege, Attorney Work Product, Deliberative Process or under the New Jersey Open Public Records Act. If you are not the intended recipient of this e-mail, please notify the sender, delete it and do not read, act upon, print, disclose, copy, retain or redistribute it.

EXHIBITOR REGISTRATION



*****Please respond by June 12, 2015*****
In order for the event hosts to have adequate time to prepare for and advertise the 2015 New Jersey WILD Outdoor Expo.

- Please complete this registration form to participate in the New Jersey WILD Outdoor Expo. This event is free of charge for Non-Profits, Conservation Groups and Government Agencies providing hands-on activities, exhibits and/or demonstrations. Note that commercial vendors and food vendors need to complete a separate Commercial or Food Vendor Registration form, available by request to Michelle.Smith@dep.nj.gov.

ORGANIZATION INFORMATION

Yes, I will attend **both days** of the 2015 NJ WILD Outdoor Expo on September 12 and September 13, 2015 at the Colliers Mills Wildlife Management Area in Jackson Township, 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:

Non-Profit 501 (c)(3) Non-Government Government Other _____

A. Please check the category that best describes your exhibit/activity/demonstration:

Hunting Fishing Firearms Archery Wildlife Watching Camping

Hiking/Backpacking Watercraft Environmental Conservation Environmental Education

Mountain Biking Other (specify): _____

B: Organization Exhibit Description: Please describe the type and purpose of your exhibit and any planned hands-on activities that you will have at your exhibit. _____

C. Would you like to lead a scheduled activity/presentation/demonstration at the Expo? Yes No
(Note: If your activity/program/demo is been selected by Expo Management, you will be notified in **July 2015**.)

If yes, provide name of your Activity/Presentation/Demo: _____

Would you be willing to present your program or demo more than once at the event? Yes No

Circle your preferred time slots (times are not guaranteed) and note length of program: _____ minutes.

10:15–10:45 11:00–11:45 12:00–12:45 1:00–1:45 2:00–2:45 3:00–3:45 4:00–4:45

Provide a brief description of the activity, program or demo: _____

SPACE REQUIREMENTS

The exhibitor space is 10'x10' in size and includes (1) 8-ft. table and (2) chairs. Spaces will be located underneath tents (with sidewalls, in case of inclement weather). When possible, exhibitors are encouraged to bring and set up their own popup tent, table and chairs.

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

If Yes, list your pop-up tent dimensions: _____ If No, Expo staff will provide table & chairs under a tent.

Will you need access to water? (Y / N) Will you need access to electricity? (Y / N)

Note: Water and electricity are very difficult to arrange at this site and will not be readily available.

Additional needs (i.e. extra tables or chairs, more space for display, equipment, etc.): _____

Note: Exhibit spaces are limited and will be reserved on a first-come-first-serve basis. Exhibit spaces will be assigned by Expo Management. Specific exhibitor spaces cannot be reserved by exhibitors, but requests will be considered by Expo Management.

SETUP AND BREAKDOWN

When will you be setting up? Fri., 9/11, anytime from 2:00–5:00 PM

Sat., 9/12, anytime from 6:30-9:00 AM

Setup must be complete by 9:30 AM Saturday morning and exhibitors will not be permitted to breakdown before 5:00 PM on 9/13. Unless prior permission is obtained from Expo Management, tents and grounds must be vacated by 7:00 PM on Sunday, September 13th.

Is anyone in your group requesting permission to remain overnight on the grounds? Yes No

(Expo Management will notify you if the request is approved. If so, you will receive an overnight pass and an overnight registration form to complete and return for final approval. Approved overnight campers are required to provide their own fire ring, if making a campfire, per the NJ Division of Fire Safety's requirements.)

IMPORTANT INFORMATION AND REQUIREMENTS

- Event spaces are limited and will be reserved on a first-come-first-serve basis until the event is full. Specific exhibit spaces **cannot** be reserved and will be assigned by Expo Management.
- Expo Management reserves the right to reject late registrations or registrants that are not in accordance with the Expo's goals and objectives. Incomplete applications will not be accepted.
- You will be **e-mailed** an event confirmation, logistical information and a parking pass before the Expo.
- The Expo 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 exhibitors shall be permitted to remain overnight on the grounds, except by advance permission by Expo Management. (See "Set Up and Breakdown" section for more details.)
- No alcoholic beverages or controlled substances shall be sold, consumed or possessed on the grounds.
- Exhibitors 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.
- Exhibitors 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.
- Expo Management shall provide overnight security on the grounds for Friday, 9/11 and Saturday, 9/12. Exhibitors shall be responsible for the safekeeping of their exhibits, displays, merchandise and supplies. Expo Management is not responsible for the loss, theft or destruction of the same.
- All exhibitors shall assume all responsibilities for any damage resulting from the operation of their exhibit, product or service. All exhibitors shall understand and agree that Expo Management and their agents and employees shall be held harmless from any liability arising from the use of exhibit or vending space(s). Expo Management 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 Michelle Smith at (609) 259-6961 or Michelle.Smith@dep.nj.gov.

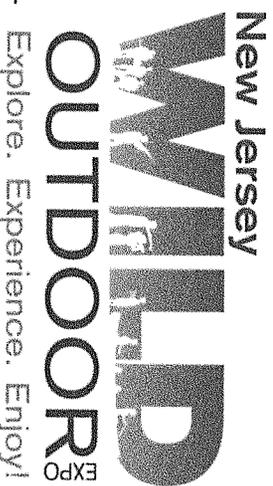
By **June 12, 2015**, please mail, fax or e-mail the completed Registration Form to:

Attn: Michelle Smith, Expo Registration
NJ Division of Fish and Wildlife
One Eldridge Road, Robbinsville, NJ 08691

Fax: (609) 259-8155

E-mail: Michelle.Smith@dep.nj.gov

NJ Department of Environmental Protection
Division of Fish and Wildlife
One Eldridge Road, Robbinsville, NJ 08691
Phone: (609) 259-6961 – Fax: (609) 259-8155



SHARE YOUR MISSION, MESSAGE, KNOWLEDGE AND SKILLS

April 10, 2015

Your organization is cordially invited to participate in the 6th annual **New Jersey WILD Outdoor Expo** to be held on **Saturday and Sunday, September 12 and 13, 2015** at the Colliers Mills Wildlife Management Area in Jackson Township, Ocean County. The event will run from 10:00 am to 5:00 pm daily, rain or shine. This is a great opportunity to be part of a celebration of outdoor recreation and New Jersey's bountiful natural resources.

The 2014 WILD Outdoor Expo drew more than 6,500 participants from across New Jersey and received rave reviews. A report on the outcome of the 2014 Expo and visitor survey results can be viewed at www.njfishandwildlife.com/expo.htm. The event hosts are striving to make this year's event bigger and better, so we hope you can attend!

The Expo is a free event designed for visitors to discover ways to appreciate and enjoy New Jersey's great outdoors. It helps people connect with the natural world by providing a unique blend of conservation information, education and hands-on opportunities to learn outdoor skills and activities. Exhibits and activities are oriented toward the environment, fish and wildlife conservation, and related outdoor recreation opportunities available within the state's forests, parks and natural areas. With your support, visitors can learn about and try a wide array of activities including fishing, hiking, shooting sports, kayaking, rock climbing, camping skills, wildlife watching and more. For more information, visit www.wildoutdoorexpo.com.

If you would like to take part in this exciting event, please submit the enclosed Exhibitor Registration Form by **June 12, 2015**. We want this event to be as engaging and interactive for the public as possible. Therefore, in addition to setting up an educational table-top display or booth, you are encouraged to conduct demonstrations and provide hands-on activities if appropriate.

If you have questions, please contact me at (609) 259-6961 or Michelle.Smith@dep.nj.gov. We look forward to your participation and rely on you to help make this event a success!

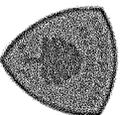
Sincerely,

A handwritten signature in cursive script that reads "Michelle Smith".

Michelle Smith
New Jersey WILD Outdoor Expo Coordinator

Enclosure:

Exhibitor Registration Form
Driving Directions and a list of Area Accommodations are located at
www.wildoutdoorexpo.com and available by calling (609) 259-6961.



New Jersey

WILD OUTDOOR EXPO

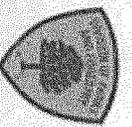
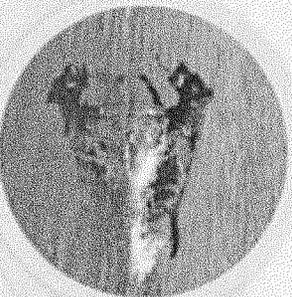
Explore. Experience. Enjoy!

SEPTEMBER 12 & 13, 2015
10 AM - 5 PM Both Days

→ FREE EVENT ←

Colliers Mills Wildlife Management Area
Jackson Township, NJ

- Fishing • Birding • Kayaking
- Archery • Hiking • Geocaching
- Trap Shooting • Rock Climbing
- Sporting Dog Demos
- Hunting/Trapping Demos
- Outdoor Supply Flea Market
- Outdoor Recreation Demos
- Fish & Wildlife Exhibits
- SCUBA Diving Demos
- Forestry Demos
- Camping Skills



www.wildoutdoorexpo.com