



HOLIDAY DISPLAY POLICY

SEPTEMBER 2013

Placing any holiday display, signage or any other similar structure on New Jersey Turnpike or Garden State Parkway property is permitted only with the prior approval of the New Jersey Turnpike Authority (Authority).

To obtain that approval, you will need to submit an application package that includes the following documents:

- ✓ New Jersey Turnpike [Traffic Permit Application](http://www.state.nj.us/turnpike/public-records.html) available online at <http://www.state.nj.us/turnpike/public-records.html>
- ✓ Certificates of liability insurance made out to the New Jersey Turnpike Authority as certificate holder and additional insured
- ✓ Copy of motor vehicle insurance policy providing proof of coverage for any vehicle entering Authority property for the purpose of placing, maintaining or removing the permitted holiday display
- ✓ Signed Indemnification form
- ✓ Signed Reimbursement Acknowledgement form
- ✓ The application should be accompanied by any associated plans, maps, details, etc. that further identify the proposed display.
- ✓ The materials should be sent to the Authority as follows:

Return the application to the following address:

New Jersey Turnpike Authority

Attention: Engineering Department Project Supervisor, Holiday Displays

P.O. Box 5042

Woodbridge, NJ 07095-5042

Fax: Engineering/Planning — 732-750-5395

Email: pcapizzi@turnpike.state.nj.us

Allow three weeks from the date you have submitted all required materials for the application to be processed.

Important:

- Permits will not be issued until all requirements are fulfilled
- Permits may be revoked at any time
- The Authority reserves the right to reject an applicant's requested location if in its sole discretion the Authority deems the location to be unsafe or otherwise unsuitable. In such cases the applicant may propose an alternate location, again subject to Authority approval.

Please note that the insurance coverage identified in the Traffic Permit Application is the minimum amount required by the Authority. Depending upon the circumstances and/or

conditions of work, the Authority's Law Department reserves the right to modify the insurance requirements for a particular permit.

A copy of the Traffic Permit with respective insurance must be in the possession of the applicant at all times when the applicant is occupying Authority property for the placement, maintenance, or removal of the display.

If an extension beyond the Traffic Permit expiration date is required, it is the applicant's responsibility to obtain the appropriate insurance certificates and contact the appropriate department to request the extension. Please allow at least a week for the processing of extension requests.

Any questions regarding the placements of holiday displays on New Jersey Turnpike or Garden State Parkway property, please contact the Project Supervisor, Parris Capizzi at (732) 750-5300, extension 8271 or email pcapizzi@turnpike.state.nj.us.

**REIMBURSEMENT ACKNOWLEDGEMENT
NEW JERSEY TURNPIKE AUTHORITY
P.O.BOX 5042 WOODBRIDGE, N.J. 07095-5042 (732) 750-5300**

KNOW ALL MEN BY THESE PRESENTS, that WE, the undersigned, in consideration of permission granted by the New Jersey Turnpike Authority (Authority) to enter upon the Authority's roadway, median strip, shoulders and other areas for the purpose of placing a holiday display on said property, do hereby agree to pay for all personnel and items necessary for the activities described herein, including but not limited to, operations personnel, additional signage, and shuttle service and clean-up of the areas utilized as either requested by the undersigned or deemed necessary by the Authority.

WE hereby agree to reimburse the Authority the cost of all direct and indirect labor, materials, supplies and service costs incurred by the Authority as a result of our use of Authority property as set forth in a Traffic Permit issued by the Authority for the express purpose of placing a holiday display on the specified Authority property, including but not limited to labor, materials, supplies and service costs or special services as the Authority may deem necessary or that may be requested by the undersigned.

WE agree that such reimbursement shall include, if required, any and all costs for or expended by New Jersey State Police personnel.

WE shall further reimburse the Authority for any overtime, vehicle use and administrative overhead of personnel assigned to the placement of the permitted holiday display as determined necessary by the Authority. Payment shall be made to the Authority within ten days of receipt of an invoice.

FIRM

SIGNATURE

TITLE

DATE