



NEW JERSEY TURNPIKE AUTHORITY HOLIDAY DISPLAY POLICY

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) and only at the following locations: PNC Bank Arts Center, the toll plazas at Turnpike Interchanges 8A, 9, 13 and 13A and at the Garden State Parkway Union Toll Plaza and Raritan Toll Plaza. The specific display areas at each of these locations are outlined on Exhibit A (the cross-hatched areas) and are known as the Display Areas.

No display, signage or similar structure shall exceed a height of 10 feet or a width of 6 feet, or weigh more than 35 pounds. It must be located at least 6 feet from the roadway and any sidewalks. It must be weighed down by at least six, 50 pound sand bags. The applicant must provide all materials needed, as determined by the Turnpike Authority, to secure the display. The applicant will not be permitted to access the display, other than to assist with the erection or removal of the display, so any display lighting must operate automatically.

Please note that the Turnpike Authority may decide that, for reasons of safety, the display must be erected and removed by Authority personnel. In such cases the applicant will be required to reimburse the Authority for its costs. The Authority will provide an estimate of such costs prior to erecting the display. The Applicant will be required to pay that estimated amount prior to the erection of the display and reimburse the Authority to the extent the costs exceed the estimate. If the amount paid by the applicant exceeds the Authority's costs, the excess shall be returned to the applicant after the display has been removed.

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

- ✓ New Jersey Turnpike [Traffic Permit Application](https://www.njta.com/about/traffic-permits) available online at <https://www.njta.com/about/traffic-permits>
- ✓ Certificates of liability insurance made out to the New Jersey Turnpike Authority as certificate holder and additional insured
- ✓ Copy of the 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
- ✓ Any associated plans, maps, details, etc. that further identify the proposed display.

The materials must be sent to the Authority as follows:

New Jersey Turnpike Authority

Attention: Maintenance Department, Building Maintenance Supervisor

P.O. Box 5042

Woodbridge, NJ 07095-5042

Email: mmazza@njta.com

Allow three weeks from the date you have submitted all required materials for the application to be processed. Allow an additional two weeks after the Traffic Permit is approved for the display to be erected.

Important:

- Permits will not be issued until all requirements are fulfilled
- Permits may be revoked at any time
- In all cases the Authority reserves the right to determine the specific location within a Display Area in which the display will be erected
- Displays will be permitted on a first come/first served basis

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 Maintenance Department to request the extension. Please allow at least a week for the processing of extension requests.

If you have any questions regarding the placement of holiday displays on New Jersey Turnpike or Garden State Parkway property, please contact the Building Maintenance Supervisor at (732) 750-5300, extension 8676 or email mmazza@njta.com

**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

Exhibit A

See attached diagrams.