

HARBORFEST

VENDOR REGISTRATION FORM
CRAFTS

WHERE: DELAWARE AVENUE
DATE: SATURDAY, JUNE 29, 2024 (RAIN DATE JUNE 30)
TIME: 10:00 AM – 5:00 PM
SET UP: 8:00 – 10:00 AM
TEARDOWN: 5:00 – 7:00 PM
ENTRY FEE: \$235

Business/Vendor Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Website (if available): _____

Description of Exhibit/Product to be sold, type of equipment used (i.e., trailer, tables, canopy, etc.). Include photo of your concession if available:

***VENDOR IS RESPONSIBLE FOR CANOPY, TABLE, CHAIRS, ETC. VENDORS MUST HAVE WEIGHTS AND/OR TIES ON THEIR TENTS AND UMBRELLAS TO SUFFICIENTLY ELIMINATE WIND DISRUPTION AND DANGER.**

MANDATORY WITH YOUR APPLICATION: General Liability Certificate of Insurance in the amount of \$100,000 with the City of Cape May as additional insured with festival date and rain date listed:

City of Cape May
643 Washington Street
Cape May, NJ 08204

RETURN APPLICATION AND PAYMENT TO:

CITY OF CAPE MAY
ATTN: NICOLE VACCARELLA
643 WASHINGTON ST.
Cape May, NJ 08204

***PAYMENT MUST BE RECEIVED AT THE TIME OF APPLICATION AND SENT VIA MONEY ORDER IF WITHIN 30 DAYS OF THE FESTIVAL.**

For questions contact: Nicole Vaccarella at 609-884-9527 or nvaccarella@capemaycity.com.

****KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS****



IMPORTANT INFORMATION

1. **ANY VENDOR NOT ACCEPTED WILL BE NOTIFIED BY MAIL AND FEE WILL BE RETURNED.**
2. **VENDOR IS RESPONSIBLE TO GET FIRE & HEALTH PERMITS IF REQUIRED.**
3. **SPACES WILL BE ASSIGNED BY THE EVENT COMMITTEE AS YOU CHECK IN THE MORNING OF THE EVENT.**
4. **NO REFUNDS** for any reason.
5. Vendors are responsible for removing their own trash.
6. There is **NO** booth sharing and you cannot transfer your space to another vendor.
7. No political agendas allowed – NO merchandise, signs, pamphlets, buttons, displays, etc.
8. All photographs of products may be used for City promotional purposes.
9. This agreement shall be for a period of one day plus a rain date.
10. All vendors must show proof of Insurance coverage.
11. **VENDOR IS RESPONSIBLE FOR CANOPY, TABLE, CHAIRS, ETC. THE CITY OF CAPE MAY DOES NOT PROVIDE TENTS, TABLES, CHAIRS, LINENS, CARTS, ETC. VENDORS MUST HAVE WEIGHTS AND/OR TIES ON THEIR TENTS AND UMBRELLAS TO SUFFICIENTLY ELIMINATE WIND DISRUPTION AND DANGER.**
12. Set up prior to 8 AM is prohibited. Breakdown must be completed by 7 PM. Vendors who set up prior to 8 AM may be prohibited from participating in the festival.
13. Vendor is fully responsible for set up.
14. All space assignments will be located on Delaware Avenue with space allotment of approximately 12 feet wide and not to extend outward into walkways. **THIS WILL BE ENFORCED!** Protective canopies cannot be larger than 12'x12' and their poles cannot extend out beyond the dimensions of the tent itself. All canopies may have to come down if the threat of damaging winds exists. Each vendor is encouraged to bring adequate chairs, free standing racks, and mounting equipment for their display.
15. Vendors are not permitted to set up or operate on Coast Guard housing for any reason.
16. No deposits will be accepted. Payment must be paid in full to receive vendor space.
17. The City of Cape May reserves the right to remove any vendor deemed objectionable, unacceptable, or undesirable for any reason. The City of Cape May reserves the right to reject vendors that are not of the level of quality that the City deems suitable. All proceeds from sales go to the vendor.
18. The City of Cape May reserves the right to assign your designated space. In the event the vendor cannot occupy their spaces on the day of the festival, the City of Cape May reserves the right to have those spaces occupied by other vendors. The City of Cape May reserves the right to remove and/or deny future application to any vendor who exhibits improper behavior toward festival staff, patrons, and/or other vendors.
19. The City of Cape May will not be liable for any damages or injury to persons or property, sustained by conditions or activities on the premises. Vendors are liable for any damage occurring from their personal property.
20. Vendors are responsible for protecting their property and merchandise from damage or loss.
21. All vendors are responsible for the disposal of all boxes and packing materials. Do not leave materials on the street, sidewalks, housing, etc.
22. Smoking, alcoholic beverages, pets, loud music, gas, or electric powered generators are NOT permitted without prior approval.
23. **Vendors must have a New Jersey Tax I.D.# - Call 609-292-1730 NJ Div. of Taxation.**
24. Collection, reporting, and payment of New Jersey State Sales Tax is solely the responsibility of the vendor. The City of Cape May accepts no responsibility for sales tax collection.
25. Product (foods and/or menu) must be listed on your application IF APPLICABLE.
26. Vendors **MUST** mail or email photos of product. Photos will be kept. Please write your name and contact information on the back of each photo, especially email address.

I agree to abide by the show rules and regulations. Any failure by the vendor to adhere to these rules shall be grounds for expulsion from the festival and forfeiture of vendor fee. I agree to indemnify and hold harmless the Chamber of Commerce of Greater Cape May, The City of Cape May, any elected or appointed officials, agents, employees, volunteers, and others working on their behalf against all claims, demands, suits or loss.

****BY SIGNING APPLICATION YOU AGREE TO ADHERE TO ALL RULES THAT GOVERN THIS EVENT.****

I agree to abide by the show rules and regulations.

Signature _____

Date _____



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