

West Cape May Lima Bean Festival

October 12, 2019

January 2019

Dear Lima Lovers and Vendors!

West Cape May celebrates her farming heritage with the **Annual Lima Bean Festival** in Wilbraham Park at the corner of Sunset & Broadway on October 12, 2019 (rain date: October 13, 2019). The lowly legume takes center stage beginning at 9:00am and delights locals and visitors alike with the vast array of recipes, crafts and products available. The fun continues till 5:00pm. Proceeds from this annual event benefit the WCM Shade Tree Commission in their endeavor to maintain the beauty of Wilbraham Park.

We **REQUIRE ALL** vendors to emphasize the Lima Bean theme by including something **Lima Bean related** at your booth. The sky is the limit for you to decorate, include Lima Bean merchandise or prepare a special Lima Bean delight! Applications for the WCM Lima Bean Festival will be reviewed for acceptance. Any applicants who are not accepted will receive a full refund.

The Application Process:

1. Complete the enclosed application and agree to comply with all government regulations and fees including Insurance, Dept. of Health, Fire, Sales Tax and any other regulation applicable to your business.
2. Juried arts and crafts, local merchandise, clothing, antiques and collectibles, food. Photos must be included with new vendor applications. No flea market merchandise
3. Return your application with a check made payable to Borough of WCM Lima Bean Festival. **Application deadline is Friday, September 27, 2019 – NO EXCEPTIONS!**
4. All vendors will be notified via email, as to their acceptance.
5. Any Vendor not accepted will be notified by mail & fee will be refunded.
6. There are no refunds for any other reason.

About the SETUP:

1. Each space is a 10' by 10' and will have 10' frontage. Tents are your option.
2. Tables must be covered to the ground and items attractively displayed.
3. Vendors are required to be 3 feet back from the walkway to accommodate foot traffic.
4. Food & art demos or working at your site is encouraged.
5. Set up must be completed by 8:30am. No take down before 5:00pm.
6. Vendors are responsible to **TAKE AWAY** any packing materials and leave your space clean.

DO NOT USE PARK TRASH CANS FOR YOUR TRASH

Please return completed application to:
West Cape May Lima Bean Festival
732 Broadway, West Cape May, NJ 08204
(609) 884-1005 ext 100 limabean@westcapemay.us

The Rain Date is planned for Sunday, October 13, 2019. Please **be advised that there are no refunds, EVEN** in the event of weather related cancellation on both days. **Information on postponement or cancellation may be obtained at 609-884-1005 extension 115 or www.westcapemay.us.**

Important Insurance Update: Due to requirements of the Borough's Insurance carrier, all vendors and non-profit groups will continue to be required to provide WCM Lima Bean Festival with evidence of *Liability* insurance, naming the following **additional named insured: Borough of West Cape May, WCM Lima Bean Festival and WCM Shade Tree Commission**

In the amounts as follows:

Home Business Type	\$100,000 liability	*May use Homeowner Policy*
Non Profit/ Charity Type	\$300,000 liability	
Business	\$1 million liability	

We have included sample copies of insurance certificate for your reference, including Commercial, Non Profit and Individuals.

****Please check with your insurance carrier for information on your specific needs.**

Vendors who have previously provided a single certificate for all Borough sponsored festivals for 2019 (Farm Market, Tomato Festival, Lima Bean Festival) should include copy of original 2019 certificate with this application.

Should you have any questions, please reach out to Theresa or Suzanne at (609) 884-1005 ext 100 or via email to limabean@westcapemay.us

Let's work together to create another outstanding WCM Lima Bean Festival!

Thank you!

Shade Tree Commission
Organizers
West Cape May Lima Bean Festival

Please return completed application to:
West Cape May Lima Bean Festival
732 Broadway, West Cape May, NJ 08204
(609) 884-1005 ext 100 limabean@westcapemay.us



West Cape May Lima Bean Festival
Vendor Application
October 12, 2019
Raindate: October 13, 2019



Business/Name _____

Mailing Address: _____

Phone: Home (_____) _____ Cell (_____) _____

Email Address _____

****All vendors will be notified via e-mail of their acceptance for the festival.**

ALL Vendors, please list what Lima Bean related food or item you will be selling, wearing or decorating with:

NEW VENDORS - non-returnable photos **are required**. Please attach with this application.

Number of Spaces Requested: _____ Wide End of Park/Street @ \$125 each

_____ Narrow End of Park @ \$95 each

_____ ALL FOOD VENDORS @ \$150 each

Electrical Request (as available) _____ \$10 each

TOTAL Amount enclosed: _____

- Each vendor will have at least 100 square feet.
- Vendor locations will be marked on the sidewalk OR street the morning of the show.
- Wilbraham Park is pie shaped and has no square spaces. Be ready to accommodate an irregular space with some trees, etc.
- All effort is made to give everyone a clear space.
- Requests for specific spaces are considered but not promised.

Product and General Liability Insurance Certificate(s) Please attach copy.

I have read the attached *West Cape May Lima Bean Festival Information* letter dated January 2019 and agree to adhere to the Regulations outlined within. **APPLICATION DEADLINE September 27, 2019 – NO EXCEPTIONS**

Signature _____

Date _____

Office Use Only

Date Received _____

Check # _____

Amount _____

Insurance Certificate _____

Health Permit _____

Other _____

Approved 2019 _____

Notified _____

Please return completed application to:
 West Cape May Lima Bean Festival
 732 Broadway, West Cape May, NJ 08204
 (609) 884-1005 ext 100 limabean@westcapemay.us