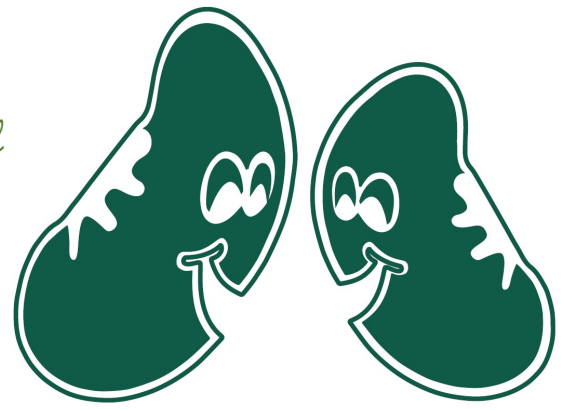


West Cape May Lima Bean Festival

October 7, 2023



February 2023

Dear Lima Lovers and Vendors!

West Cape May celebrates her farming heritage with the **Annual Lima Bean Festival** in the Borough's Backyard Park (behind the Fire Hall), 732 Broadway, West Cape May on Saturday, October 7, 2023 (rain date: Sunday, October 8, 2023). The legume festivities begin at 9:00am and continue until 4:00pm, where locals and visitors alike can delight in the vast array of recipes, crafts and products available, while enjoying live music from our local musicians. Proceeds from this annual event benefit the WCM Shade Tree Commission in their endeavor to maintain the beauty of the Borough's Tree Canopy and parks.

We **REQUIRE ALL** vendors to emphasize the Lima Bean theme and include something **Lima Bean related at their booth**. Have fun and use your imagination! Include Lima Bean merchandise or prepare a special lima bean dish! Let us know how you will be incorporating the theme in your application. Applications for the West Cape May Lima Bean Festival will be reviewed for acceptance and applicants who are not accepted will be notified and refunded via regular mail. No more than two Non-profit vendors will be accepted, due to the limited number of spaces available. Please note, this is **NOT a non-competive festival**. That being said, in an effort to promote variety and avoid multiple vendors selling the same products, we will be limiting the number of applications accepted per product type. Therefore, we require all vendors to include photo examples of the products they sell. The Festival Committee reserves the right to limit Vendors with duplication of inventory in order to retain diversity of product sales at the Festival and to request vendors remove inventory that has not been pre-approved.

The Application Process:

1. Complete, in full, 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. This is **NOT a non-competive festival**. Vendors may include arts and crafts, local merchandise, clothing, food, antiques and collectibles. **NO FLEA MARKET MERCHANDISE**. **Photos must be included with ALL vendor applications, both new and returning.**
3. Return your application with a check made payable to Borough of WCM Lima Bean Festival. **Application deadline is Friday, September 22, 2023 – NO EXCEPTIONS!**
4. Applications are reviewed on a first come first serve basis and spacing is limited and in high demand, therefore, the event may fill before the September 22nd deadline.
5. Any vendor not accepted will be notified by mail and fee will be refunded.
6. There are no refunds for any other reason.

About the SETUP:

1. Each space is at least 100 sq ft. We try our best to make each spot 10' x 10' to accommodate tents. **(No Space larger than 10' X 10' is guaranteed)**

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

****If you are a vendor that requires a mobile unit, you must note the exact measurements of your truck, including hitch (i.e. Food Trucks, etc.) **If it is larger than 10ft you must purchase 2 spaces**
****If your booth requires accommodations beyond a tent, you MUST note what those are**
****Vendors unable to park their vehicle behind their booth space should plan to park OFF of the Borough Facility on one of the numerous side streets in order to retain maximum parking availability for festival patrons. Your cooperation will help ease parking lot congestion and likely increase your sales!**

2. All tents must be securely weighted down.
3. Tables must be covered to the ground and items attractively displayed.
4. Food and art demos or working at your site are encouraged.
5. **Set up must be completed by 8:30am** and there shall be **NO take down before 4:00pm**.
6. Vendors are responsible to **TAKE AWAY ANY AND ALL** packing materials and trash, leaving your space clean. *****DO NOT USE PARK TRASH CANS FOR YOUR TRASH*****

The Rain Date is planned for Sunday, October 8, 2023. Please **be advised that there are no refunds, EVEN** in the event of weather-related cancellation on both days. **Information on postponement or cancellation will be provided to the vendors via email at the address provided on the applications, and will be posted on the Borough's website at www.westcapemay.us.**

***a valid email address MUST be provided in order for your application to be considered.*

Insurance Requirements: Due to requirements of the Borough's insurance carrier, ALL vendors and non-profit groups are required to provide WCM Lima Bean Festival with evidence of *Liability* insurance, naming the following as **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 | |

****Please contact your insurance carrier for information on your specific needs.**

***If providing via email, please have your insurance company forward to festivals@westcapemay.us**

***Please note, in order for your application to be considered, an insurance certificate MUST be provided.**

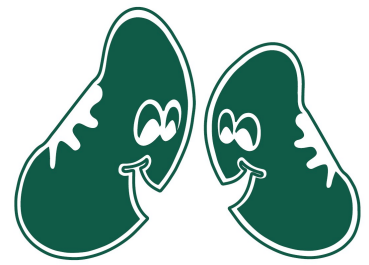
Should you have any questions, please reach out to Theresa or Erin at (609) 884-1005 ext. 100 or 101 or via email to festivals@westcapemay.us

Thank you and we look forward to seeing you at the West Cape May Lima Bean Festival!

Theresa & Erin

Theresa Enteadó & Erin Seer, Organizers
West Cape May Lima Bean Festival

West Cape May Lima Bean Festival
October 7, 2023



Business/Name: _____

Contact Person: _____

Mailing Address: _____

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

Email Address _____

Required ****All accepted vendors will be contacted via e-mail with instructions pertaining to the festival, in weeks leading up to the event.**

ALL VENDORS: Must complete the application in full, and provide photo examples of the product(s) you intend to sell at your booth. *Photos are non-returnable*

Please provide clear description of what will be sold at your space.

Please provide a clear description of how you will be incorporating the lima bean theme

Number of Spaces Requested: _____ - Vendor @ \$125 each
_____ - Food Vendor @ \$150 each
_____ - Non-Profit

Vendors with Mobile Trucks
Size of Truck w. Hitch: _____

Electrical Request (as available) _____ - \$10 each

TOTAL Amount Enclosed: _____

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

- **LOCATION:** West Cape May Backyard Park, 732 Broadway, West Cape May (behind the Fire House)
- Each vendor will have at least 100 square feet. We try our best to make each spot 10' x 10' to accommodate tents. All effort is made to give everyone a clear space. Requests for specific spaces are considered **but not promised.**
- Vendor locations will be marked by 7:00am on the morning of the show.

I have read the attached *West Cape May Lima Bean Festival* information letter dated February 2023 and agree to adhere to the regulations outlined within. **APPLICATION DEADLINE September 22, 2023 – NO EXCEPTIONS**

Signature _____ Date _____

| | | |
|-----------------------------|---------------------|--------------|
| <i>Office Use Only</i> | | |
| Date Received _____ | Check # _____ | Amount _____ |
| Insurance Certificate _____ | Health Permit _____ | Other _____ |
| Approved 2023 _____ | Notified _____ | |

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