

West Cape May Tomato Festival

September 2, 2023



February 2023

Greetings Vendors!

We are proud to announce, that the West Cape May Tomato Festival is back for another season! The festival will take place in the **Borough's Backyard Park**, located at 732 Broadway in West Cape May (behind the Fire House) on **Saturday, September 2, 2023**. We will celebrate the State of New Jersey's well-known fruit, as well as the end of the summer season, with this tomato themed festival! Festivities are planned to begin at 9:00am and continue until 4:00pm. Proceeds from this event benefit the West Cape May Shade Tree Commission in their endeavor to protect and improve the tree canopy of West Cape May. Come out and share in the community spirit!

In an effort to amp up the **Tomato** theme, we are **requiring** ALL vendors to include something TOMATO related at their booth. Have fun and use your imagination! Include Tomato merchandise or prepare a special tomato dish! Let us know how you will be incorporating the theme in your application. Applications for the West Cape May Tomato 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-compete 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-compete festival**. Vendors may include arts and crafts, local merchandise, clothing, food, antiques and collectibles. **NO FLEA MARKET MERCHANDISE**. **Photos must be included with ALL (New and Returning) vendor applications.**
3. Return your application with a check made payable to Borough of West Cape May Tomato Festival. **Application deadline is Friday, August 18, 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 August 18th 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:

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

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)**
****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, art and work demonstrations 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, September 3, 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 Requirement: Due to requirements of the Borough's insurance carrier, ALL applicants must provide an insurance certificate in order for an application to be considered. ALL vendors and non-profit groups are required to provide WCM Tomato Festival with evidence of *Liability* insurance, naming the following as **additional named insured: Borough of West Cape May, WCM Tomato 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 regarding this application, please contact 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 Tomato Festival!

Theresa & Erin

Theresa Enteadó & Erin Seer, Organizers
 West Cape May Tomato Festival

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West Cape May Tomato Festival

September 2, 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 the weeks leading up to the event.**

ALL VENDORS (New and Returning) 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 tomato 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 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 Tomato Festival* information letter dated February 2023 and agree to adhere to the regulations outlined within. **APPLICATION DEADLINE is August 18, 2023 – NO EXCEPTIONS!**

Signature _____ Date _____

Office Use Only

Date Received _____	Check # _____	Amount _____
Insurance Certificate _____	Heath Permit _____	Other _____
Approved 2023 _____	Notified _____	

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