



Cape May County Coast Guard Community Foundation
2024 Coast Guard Community Festival
Saturday, May 18, 2024 - 10:00 AM - 4:00 PM
U.S. Coast Guard Training Center Cape May

MERCHANDISE VENDOR APPLICATION

High-quality merchandise vendors are invited to participate in the 2024 Coast Guard Community Festival. More than 5,000 people are expected to attend this year's event. Vendor spaces are limited and will be granted by application only. Coast Guard-themed merchandise is welcomed and encouraged. Please read the attached guidelines before applying. **Application deadline: April 18, 2024**

**Applications approved on a rotating basis. Final inclusions notified by May 1.

FEES

Vendor Fee: \$125 **Advance approval required, please mail vendor fee once notified of approval.

Tenting, Tables and Chairs: Please be prepared with your own tenting, tables and chairs. See Vendor Guidelines below.

To Reserve a Tent: \$100 Fee

To Reserve a Table and 2 Chairs: \$50 Fee

TIMELINE

Set-up: 7 to 8:30 AM

Festival: 10 AM to 4 PM

Break-down: 4:30 PM

REGISTRATION

Please return this form to: vendors@coastguardcommunity.org or mail to:

Cape May County Coast County Coast Guard Community Foundation

P.O. Box 1365, Rio Grande NJ 08242

Business Name: _____ Contact Person: _____

Email: _____ Phone: _____

Address: _____

Name(s) of People Who Will Work Your Booth: _____

Merchandise Content / Display Description (attach photos if necessary): _____

Please detail and list the items you will be selling with pricing (**Approval required**): _____

SPACE REQUIREMENTS (typically 10x10): Frontage: Depth:

Please indicate set-up requirements requested from Foundation:

Electric service: _____ Tent: (\$100) _____ 2 Folding Chairs & 1 Table: (\$50) _____

**Electric service not guaranteed.

I do not need Rental Equipment and will be bringing my own: _____

VENDOR GUIDELINES

The annual Coast Guard Community Festival at U.S. Coast Guard Training Center Cape May will be held May 18, 2024. The Festival celebrates Cape May County's designation as an official Coast Guard Community and recognizes the ongoing special relationship between the Coast Guard and our local communities. Vendors are invited to enhance the Festival atmosphere by providing high-quality food service and merchandise sales with a special emphasis on products related to the Coast Guard.

The Festival Committee will approve all vendors to ensure that sales are consistent with the mission of the Festival.

General Information

- Admission to the festival is free.
- The festival is held on an Active Military Base. All rules and regulations must be followed at all times.
- A list of names of individuals entering the base as part of each vendor's company will be required in advance of the festival. Adults are required to have valid photo identification. Vehicles must have valid registration and insurance. Bags and containers are subject to search.
- Any vendor who misrepresents themselves on this application will be asked to leave the festival.
- Once your application has been accepted, fees are non-refundable for any reason, including weather.

Logistics

- Vendors are required to have their areas set up by **9:30 AM** and must remain until 4 PM. **LATE SET-UP AND EARLY BREAKDOWN IS NOT ALLOWED.** Materials or items may not be left on site.
- **The festival is a rain or shine event. There is no rain date.** All vendor spaces are outdoors. No shelter will be provided. Vendors must be prepared for a full day outdoors with proper precautions taken to protect from weather-related issues (wind, sun, etc.)
- **Adults are required to have valid photo identification.** Vehicles must have **valid registration and insurance.** Bags and containers are subject to search.

- Vendors who elect to bring their own equipment (tent, chairs, tables) are responsible for properly securing them for wind by using weights (sandbags, concrete buckets, water jugs, etc.). Staking of tents is not allowed.
- Vendors may bring food for their own consumption during the day. This food cannot be offered for sale. Alcoholic beverages may not be brought on base.
- Parking will be provided in a designated area for **one vehicle** associated with the vendor. The vehicle must remain parked for the whole event. Vehicle movement is not allowed during the Festival.
- The location of your vendor space will be determined by the Committee, and you will not be notified in advance of the event.
- The Festival does not assume responsibility for any loss or damage of property related to the vendor's participation in the festival.
- Vendors will be required to present a Certificate of Insurance naming "Cape May County Coast Guard Community Foundation" as co-insured.

LIST OF STAFF: Please provide a list of your staff by May 10, 2024. Please email the names of the people who will be arriving prior to the start of the festival to set up your exhibit as well as those working for the day. **THE COAST GUARD RUNS THIS LIST FOR SPECIAL CLEARANCE.**