

February 5, 2010



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 9, 2010. 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 5:00 PM Proceeds from this annual event benefit the WCM Shade Tree Commission in their endeavor to maintain the beauty of Wilbraham Park.

We encourage **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
4. Accepted Vendors will be notified by mail.
5. Any Vendor not accepted will be notified by mail & fee will be refunded.
6. There are no refunds for any other reason.

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	WCM Shade Tree Commission
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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.**

The Borough of WCM is registered for an insurance program for vendors through our insurer. The Tenant User Liability Insurance Policy (**TULIP**) is available for vendors/non profits using Borough facilities to register and obtain insurance if they do not already have insurance in place. This program is available via internet only at <https://www.ebi-ins.com/tulip> and requires credit card payment. Once logged into the site, enter the ID-**GNTI**- in the first box and **229** in the second box. Continue following online prompts. A quote will be provided before you commit to purchase coverage.

Any vendor who has previously provided a single certificate for all Borough sponsored festivals for 2010 (Farm Market, Tomato Festival, Lima Bean Festival and Christmas Parade Fundraiser in the Park) should include copy of original 2010 certificate with this application.

Please return completed application to:
West Cape May Lima Bean Festival
c /o Diane Flanagan, Organizer
732 Broadway West Cape May, NJ 08204
(609) 884-9325

About the SETUP:

1. Each space is at least 10'by10' and will have a 10' front. 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 walk way to accommodate foot traffic.
4. Food & art demos or working at your site is encouraged.
5. Set up must be completed by 8:30 am. No take down before 5pm.
6. Vendors are responsible to **TAKE AWAY** any packing materials and leave your space clean.

DO NOT USE PARK TRASH CANS FOR YOUR TRASH

The Rain Date is planned for 10/10/10, but **be advised that there are no refunds**. Even in the event of weather related cancellation on both days. Organizer, Diane Flanagan can be reached at 609-884-9325 or wcmartists@yahoo.com for information on postponement or cancellation.

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

Thank you!

Diane Flanagan,
Organizer
West Cape May Lima Bean Festival



2010 West Cape May LIMA BEAN Festival

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October 9, 2010
Vendor Application

Rain date 10/10/10

Business/ Name _____

Mailing Address: Street/PO Box _____

City _____ State _____ Zip Code _____ County _____

Phone: Business (____) _____ Home (____) _____ Cell (____) _____

Email Address _____

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 _____

Number of Spaces Requested _____ Wide end of Park/ Street @ **\$100. each**

_____ Narrow end of Park/ Street @ **75. each**

_____ ALL FOOD VENDORS @ **\$150. each**

Electrical Request (as available) _____

TOTAL Amount enclosed: _____

Each vendor will have at least 100 square feet. Food vendors will be on either side of the park at the wide end.

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 2/5/10
and agree to adhere to the Regulations outlined within.**

Signature _____

Date _____

Office Use Only

Date Received _____ Check # _____ Amount _____

Insurance Certificate _____ Other _____

Approved 2010 _____ Notified _____

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