

# SUMMER SEND-OFF CRAFT SHOW

**WHERE:** Cape May Boardwalk  
**DATE:** Saturday, September 2 and Sunday, September 3, 2017  
**TIME:** 10 AM to 5 PM  
**SET UP:** Saturday, September 2 at 7 AM to 9:30 AM



**ENTRY FEE:** \$165.00 (includes Mercantile License) \$185.00 after August 1, 2017

## IMPORTANT INFORMATION:

1. Event will go on rain or shine.
2. Fee is non-refundable. You cannot transfer your space to another crafter.
3. This agreement shall be for a period of two days: Saturday, September 2 and Sunday September 3, 2017
4. Crafters are required to check in at the registration table upon arrival.
5. Set up prior to 7 AM is prohibited. Breakdown must be completed by 7 PM.
6. No deposits will be accepted. Payment must be made in full to receive Promenade booth space(s). No one-day space assignments.
7. Only original work by the exhibitor will be accepted, **no kits or mass produced items permitted**. If any imported, kits or mass produced items are found in booth, exhibitor will be asked to remove items and future applications will not be accepted.
8. Must show proof of Insurance coverage, if necessary in the event of an incident.
9. The City of Cape May reserves the right to remove any item deemed objectionable, unacceptable or undesirable for any reason. The City of Cape May reserves the right to reject crafts that are not at the level of quality that the City deems suitable. All proceeds from craft sales go to the crafter.
10. The City of Cape May reserves the right to assign your booth space. In the event the crafter cannot occupy their spaces on the days of the craft show, the City of Cape May reserves the right to have those spaces occupied by other crafters. The City of Cape May reserves the right to remove and/or deny future application to any crafter who exhibits improper behavior toward craft show staff, patrons, and/or other crafters.
11. The City of Cape May will not be liable for any damages or injury to persons or property, sustained by conditions or activities on the premises.
12. Crafters are responsible for protecting their property and merchandise from damage or loss.
13. All space assignments will be located on the promenade with space allotment of approximately 10 feet wide and not to extend outward into Promenade walkways. THIS WILL BE ENFORCED! Protective canopies can't be larger than 10'x10' and their poles can't extend out beyond the dimensions of the tent itself. All canopies may have to come down if the threat of damaging winds exists. Each exhibitor is encouraged to bring adequate chairs, free standing racks, and mounting equipment for their displays.
14. Spaces have benches, please be prepared to change your set-up to accommodate a bench. Exhibitors are not permitted to move benches before consulting with show organizers at registration. Some exhibitors' spaces may be modified to create easier access for pedestrians on the promenade. Tents are **NOT** permitted to be set up in front of the benches.
15. All crafters are responsible for the disposal of all boxes and packing materials. Do not leave materials on the promenade.
16. NO Food Accepted. This includes condiments and preserved food.
17. Smoking, alcoholic beverages, pets, loud music, gas or electric powered generators are NOT permitted.
18. Parking Meters are in effect from 10 AM to 10 PM. Meters accept **QUARTERS ONLY**.
19. Exhibitors must have a New Jersey Tax I.D.# - call 609-292-1730 NJ Div. of Taxation
20. Crafters **MUST** mail or e-mail photos of all types of the original works to be sold as well as a display photo to [craftshows@capemaycity.com](mailto:craftshows@capemaycity.com). Photos will be kept. Please write your name and contact info on the back of each photo, especially email address.
21. Collection, reporting, and payment of New Jersey State Sales Tax is solely the responsibility of the vendor. The City of Cape May accepts no responsibility for sales tax collection.
22. A limited number of each media or craft will be accepted. Each craft item must be listed on your application.

**FOR MORE INFORMATION:** Please call (609) 884-9565 or send an e-mail to [craftshows@capemaycity.com](mailto:craftshows@capemaycity.com)

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City of Cape May, New Jersey



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## REGISTRATION FORM

Please include your business card.

Make checks payable to "City of Cape May" Send your Registration Form, Entry Fee, pictures and insurance certificate to:

Summer Send-Off Craft Show  
 Dept of Tourism, Recreation and Civic Affairs  
 643 Washington Street  
 Cape May, NJ 08204

Business name		Contact name	
Business address			
City	State	Zip	
Business phone number		Cell phone number	
Business e-mail			
Website (if available)			
New Jersey Tax I.D.#			
<b>*MANDATORY WITH YOUR APPLICATION:</b> General Liability Certificate of Insurance in the amount of \$100,000 with the City of Cape May as additional insured: City of Cape May 643 Washington Street Cape May, NJ 08204			
Description of all craft items to be sold			
YES, I participated in this show last year <input type="checkbox"/>		NO, I did NOT participate in this show last year <input type="checkbox"/>	
Number of Spaces Required		Total Amount Enclosed	
I have read the information letter and agree to follow all regulations <b>SIGNATURE</b>		Date	

**\*Crafters will be notified via email if they have accepted to the show**

**\*OFFICIAL USE ONLY**

DATE RECEIVED \_\_\_\_\_ CHECK# \_\_\_\_\_ AMOUNT \_\_\_\_\_  
 INSURANCE CERTIFICATE \_\_\_\_\_ PHOTOS \_\_\_\_\_  
 APPROVED \_\_\_\_\_ NOTIFIED \_\_\_\_\_ OTHER \_\_\_\_\_

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