

2023 PROMENADE ARTS & CRAFT SHOW

City of Cape May, New Jersey

ARTS
& **craft**
Shows



WHERE: Cape May Boardwalk
DATE: Saturday, July 8, 2023, and Sunday, July 9, 2023
TIME: 10 AM to 5 PM
SET UP: Saturday, July 8th – 7:00 – 9:30 AM
ENTRY FEE: \$175.00 (includes Mercantile License)
\$205.00 (includes Mercantile License) after JUNE 8, 2023

*****Payment MUST be sent via Money Order when within 30 days of the show**

IMPORTANT INFORMATION:

- 1. ALL JEWELRY VENDORS-** Due to the limited number of vendor spaces for jewelers, all applications will be automatically waitlisted and reviewed by the Craft Committee. All accepted jewelry applications will be notified by email. Unfortunately, we will not be able to respond to all phone calls regarding the status of jewelry applications.
2. Event is rain or shine. Fee is non-refundable. You cannot transfer your space to another crafter.
3. This agreement shall be for a period of two days (see dates above).
4. All vendors must show proof of Insurance coverage.
5. Vendors must have weights and/or ties on their tents and umbrellas to sufficiently eliminate wind disruption and danger.
6. Set up prior to 7 AM is prohibited. Breakdown must be completed by 7 PM. Vendors who set up prior to 7 AM may be prohibited from participating in the show.
7. Vendor is fully responsible for set up. The City of Cape May does not provide tents, tables, chairs, linens, carts, etc.
8. 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 cannot be larger than 10'x10' and their poles cannot 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 display.
- 9. Spaces have benches and arches, please be prepared to change your set-up to accommodate. Exhibitors are not permitted to move benches. 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 or arches.**
10. No deposits will be accepted. Payment must be paid in full to receive Promenade booth space(s). No one-day space assignments.
11. 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.
12. 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.
13. 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.
14. 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. Vendors are liable for any damage occurring from their personal property.
15. Crafters are responsible for protecting their property and merchandise from damage or loss.
16. All crafters are responsible for the disposal of all boxes and packing materials. Do not leave materials on the promenade.
17. **NO Food Accepted.** This includes condiments and preserved food.
18. Smoking, alcoholic beverages, pets, loud music, gas, or electric powered generators are NOT permitted.
19. Parking Meters are in effect from 10 AM to 10 PM. Meters accept **QUARTERS ONLY** or sign up for Park Mobile at parkmobile.com.
20. Exhibitors must have a New Jersey Tax I.D.# - Call 609-292-1730 NJ Div. of Taxation
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.**
23. 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. Photos will be kept. Please write your name and contact info on the back of each photo, especially email address.

FOR MORE INFORMATION: Please call (609) 884-9565 or send an email to craftshows@capemaycity.com.

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REGISTRATION FORM

Business Name				Contact Name		
Business Address						
City			State			City
Business Phone Number				Cell Phone Number		
Business Email						
Website (if available)						
Description of ALL Craft Items to be sold						
YES, I participated in this show last year (Does not guarantee same spot as 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		
Requests/Spot (NOT GUARANTEED)						

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

***MANDATORY WITH YOUR APPLICATION:** 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

Make Checks payable to the City of Cape May. Send your Registration Form, Entry Fee, Pictures, and Insurance to Certificate to:
Promenade Arts and Craft Show
ATTN: Convention Hall
643 Washington Street
Cape May, NJ 08204

*OFFICIAL USE ONLY

DATE RECEIVED _____ CHECK # _____ AMOUNT _____
 INSURANCE CERTIFICATE _____ PHOTOS _____
 APPROVED: _____ NOTIFIED: _____ OTHER: _____

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