

## 2022 CSCNJ DRAGON BOAT FESTIVAL



Cancer Support Community New Jersey (CSCNJ) is excited to announce our **6<sup>th</sup> Annual Dragon Boat Festival** on Sunday, July 10<sup>th</sup> at Lake Lenape West in Mays Landing! Festival proceeds will benefit CSCNJ, based out of Linwood, NJ.

Dragon Boat Festivals make great fundraisers for nonprofits. Dragon Boating is easy to learn, extremely safe, and an activity where men and women compete side by side towards the same goal. Regardless how old, young, big or little: once a paddler is in stroke, they are contributing to their team! Add the outdoors, the water, the visual spectacle of dragon boating and you get a perfect activity for corporate team building, or a school outing!

Lake Lenape West is the perfect venue for a Dragon Boat Festival. The CSCNJ Dragon Boat Festival will be a day of Dragon Boat races, live entertainment, food, vendors and fun!

For you, the vendor, the Dragon Boat Festival presents a tremendous opportunity for business and product exposure, for community involvement and goodwill, and for generating immediate cash profits. There are no additional fees or percentages of sales charged beyond the initial expense as defined in this application.

### **General Information: (All Times are subject to change)**

**Date & Time:** Sunday, July 10<sup>th</sup>, 2022, 9:00am

**Site:** Lake Lenape West, Mays Landing, NJ

**Vendor Set-up:** Saturday, July 9<sup>th</sup>, 12:00pm – 4:00pm  
Sunday, July 10<sup>th</sup>, 7:00am – 8:00am

**Attendee Admission:** Free

**Applications:** Applications are reviewed and accepted on a first come first served basis. Please respond with a completed form and payment before June 30<sup>th</sup>, 2022.

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For Office Use Only:  
 Date Rec'd \_\_\_\_\_  
 Amount Rec'd \$ \_\_\_\_\_ Check # \_\_\_\_\_  
 Space Assign. # \_\_\_\_\_  
 Comments \_\_\_\_\_

Vendor Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ NJ Sales Tax No. \_\_\_\_\_  
 Contact Day Phone: \_\_\_\_\_ Evening Phone \_\_\_\_\_

	Donation	# of Spaces	Amount Enclosed
Vendor Booth (10' x 10' space)	\$100 (per 10' x 10' space)		

## **METHOD OF PAYMENT:**

- Pay by Credit Card**  
 (Please complete the below CC form)
- Pay by check**  
 (Please include check #) \_\_\_\_\_

### **\*VENDORS MUST SUPPLY THEIR OWN TENTS, TABLES, CHAIRS, SIGNS & DÉCOR\***

All municipal service charges (fire, health, mercantile), if applicable, are included in above fees  
 I agree to comply with all of the policies, terms & agreements set forth by Gilda's Club South  
 Jersey. I understand that my application fees, once accepted, are non-refundable:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Credit Card Form

### CREDIT CARD HOLDER INFORMATION

Sign and complete this form to authorize **Cancer Support Community New Jersey** to make a one-time debit to your credit card listed below. By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

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Please check credit card type:

Visa       MasterCard       Discover       American Express

Credit card number: \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_(mm/yy)

CVV2 # (3-digit number on back of Visa & MC, 4 digits on front of AMEX) \_\_\_\_\_

Exact name as it appears on the credit card: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_ Amount to be charged: \$ \_\_\_\_\_

Primary phone #: \_\_\_\_\_ Email for Receipt: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

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## Electrical Request Form

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

20 amp, 110 volt electrical service: (max of 16 amps) \$100.00 \_\_\_\_\_

30 amp, 220 volt electrical service (max of 24 amps) \$160.00 \_\_\_\_\_

220 volt electric service (over 24 amps) \$200.00 \_\_\_\_\_

**Total electric charge:** \$ \_\_\_\_\_

\*(220 VOLT USERS MUST SUPPLY OWN FEMALE CORD TO BE CONNECTED TO POWER AND MUST INCLUDE A CONTACT SO THAT OUR ELECTRICIAN MAY CONFIRM YOUR ELECTRIC SUPPLY NEEDS PRIOR TO July 1<sup>st</sup>, 2021)

Electrical devices intended to be used & amps (see back of device) drawn by each:

	<u>Equipment</u>	<u>Amps/Watts</u>	<u>Volts</u>
<u>Example:</u>	Refrigerator	10 Amps	120
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	<u>TOTAL AMPS/WATTS:</u>	_____	

If your equipment requires more capacity than you have herein indicated and paid for, there will be an on-site charge of \$150.00 for an electrician to remedy the problem.



# Dragon Boat Festival Information

### SET-UP TIMES:

**Saturday, July 9<sup>th</sup>:** 12:00pm to 4:00pm

**Sunday, July 10<sup>th</sup>:** Set-up from 7:00am to 8:00am, Festival begins at 9:00am

- If you set-up in the wrong location, you will be required to move before the start of the Festival.
  - Parking is strictly enforced. There will be a designated vendor parking area after set-up is complete for the duration of the Festival. Please keep your vehicle at the booth for **ONLY** as long as it takes to unload it.
  - **No unauthorized vehicles will be allowed on the Festival grounds between 8:30am and 5:00pm.**
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- ❖ RESERVATION OF RIGHTS: The Festival reserves the right to limit the number of vendors based on space availability or products sold.
  - ❖ TABLES, CHAIRS, TENTS: Vendors are required to bring/rent their own tents, tables and chairs.
  - ❖ ADVERTISING: By applying and agreeing to participate, a vendor grants CSCNJ the right to use the name and likeness of the vendor or vendors' employees as well as any information submitted by same in any Festival advertising or promotions.
  - ❖ The Festival reserves the right to shut down any vendor not complying with these regulations at any time. In addition, vendors not complying with the City Health and/or Fire department regulations may be ordered to shut down by those agencies. In such cases, vendor fees will not be refunded.
  - ❖ **NJ Sales Tax Numbers must be provided. A representative from the NJ Department of Treasury will be at the festival to insure compliance.**

### Vendor Checklist:

- Vendor Registration Form
- Insurance Certificate
- Electric Request Form
- Check made payable to CSCNJ



## General Form Instructions

- ❖ All vendors must fill out the Vendor Registration Form. Please type or print in ink and fill in all applicable spaces. Forms will be processed as soon as the accompanying check or credit card payment clears. No participant may sell or give away any item that carries the name CSCNJ Dragon Boat Festival or its logo without prior, written permission of the Festival. Accepted applications will be assigned space on a first come, first served basis. Participants are not guaranteed specific locations, but are placed solely in the discretion of Festival management.
- ❖ Fill out the Electrical Request Form if you will require electrical service. Be sure to list ALL of the electrical devices intended to be used. Electric service supply is difficult and expensive to coordinate with vendor spaces. Without adequate advance notice of vendor requirements, the Festival cannot guarantee your electrical supply.
- ❖ Please be sure to include all appropriate fees. All payments should be made by check or money order payable to the "Cancer Support Community New Jersey". Payment must accompany the completed application. **Applications with returned checks will be charged a \$50.00 bank service fee.** Once a completed application is accepted, all fees become non-refundable.
- ❖ APPLICATION DUE DATE: June 30<sup>th</sup>, 2022
- ❖ Please mail or email the completed application together with a check for all applicable fees to:  
  
Cancer Support New Jersey  
700 New Road  
Linwood, NJ 08221
- ❖ **FOR FURTHER INFORMATION CONTACT:**  
Jessica Melville  
jessica@cscnj.org  
609-926-2699



# Vendors - Rules and Requirements

- ❖ **LIABILITY:** Hamilton Township, Gilda's Club South Jersey and its sponsors are not responsible for any injury or loss that may arise or come to the vendor or his/her property for any cause while said persons or property is on the Festival premises or during arrival or departure there from.
- ❖ **INSURANCE:** Each vendor must submit a current Certificate of Insurance naming the Gilda's Club South Jersey & Hamilton Township as additionally insured's. The Festival cannot add vendors to its insurance policy. The Insurance minimum is \$1MM in liability insurance
  - No vendor will be allowed onto the Festival grounds without the required insurance.
- ❖ **BOOTH APPEARANCE:** Vendors must keep their area in good order. No empty containers or litter should be visible. The area around the tables should be neat in appearance and the vendor must clear his/her area at the end of the Festival. It has also been our experience that cleaner, well-kept booths sell more.
- ❖ **TENTS, TABLES, CHAIRS & SIGNS:** VENDORS ARE RESPONSIBLE TO PROVIDE THEIR OWN TENTS, TABLES, CHAIRS, AND SIGNAGE. The festival will not provide tents, tables, chairs and signage for Vendor tents. Vendors are also responsible for attaching any signage to any tents in a manner that does NOT cause damage to those tents. Vendors shall be liable if any damage is caused.
  - We suggest that you list your products for sale along with your affiliation on the sign as the products typically draw more attention

Thank You!!!