

Dear Friends,

I appreciate your interest in becoming a vendor at the 16<sup>th</sup> annual South Jersey Gay Pride Festival on Sunday, September 8, 2024. I most certainly hope you will be able to join us this year.

Below are copies of the following information about vendor registration:

- Vendor Application
- Vendor Fees
- Vendor Agreement
- Vendor Regulation
- **UPDATED** Food Vendor Instructions

To secure your vendor registration, please remember to complete the following steps:

1. Complete the Vendor Application and sign the Vendor Agreement. Failure to complete the application and agreement may result in your submission being denied.
2. Please email or mail the completed forms to our vending department at [snjgaypride@gmail.com](mailto:snjgaypride@gmail.com). You may also print the documents and send them by postal mail to 190 Warwick Road, #113, Stratford, NJ 08084 — no hand deliveries.
3. Please make your check or money order payable to Family Lyfe, A Nonprofit Organization.
4. For electronic payments, such as CashApp and PayPal, please use the following payment profiles for each method:
  - CashApp: \$JerseyGayPride
  - PayPal: [snjgaypride@gmail.com](mailto:snjgaypride@gmail.com)
5. Please reference the company name used on your vendor application. If you use CashApp, please include your CashApp profile name on the vendor application. Please remember to reference what company you are standing for.
6. Once you complete the above, you will receive a confirmation email with the next steps.
7. If you have any questions, please email [snjgaypride@gmail.com](mailto:snjgaypride@gmail.com) with an “attention to” Vending Department.
8. Please keep your completed vendor application for your records.

Warmest Regards,  
*DeAnn M. Cox*



# South Jersey Gay Pride 2024 Vendor Application

## THIS SECTION MUST BE COMPLETED BEFORE BEING APPROVED

<b>Company/Organization</b>	
<b>Mailing Address</b>	
<b>Primary Contact Name</b>	
<b>Mobile Number</b>	
<b>Day of Event Contact Name</b>	
<b>Primary Contact Email Address</b>	
<b>Type of Vendor Product/Service</b> <small>(i.e., merchandise, gaming, food informational, please be specific)</small>	

## VENDOR REGISTRATION FEES

Registering ON or BEFORE July 31, 2024\*

<b>Non-profit company**</b>	<b>\$45.00</b>
<b>Individual/Entrepreneur</b>	<b>\$70.00</b>
<b>Small Business</b> (1-50 employees)	<b>\$170.00</b>
<b>Mid-Size Business</b> (50-250 employees)	<b>\$295.00</b>
<b>Corporation</b> (250-399)	<b>\$530.00</b>
<b>Corporation</b> (400+)	<b>\$830.00</b>

\*Fees are subject to increase on or before July 31<sup>st</sup>, 2024. We will honor the fee on your *submitted* vendor application.

\*\* Not-for-profit organizations providing information only (not selling or raffling anything) may apply for a free space. Via the proclamation on the Vendor Agreement, not-for-profit organizations supporting Family Lyfe and Southern Jersey Gay Pride 2024. Free slots are limited, so they are on a first-come, first-served basis.

## Table, Chair, and Tent Rentals

Please place a checkmark next to the equipment you would like to rent.

Check Here	Equipment Type	Fee	Amount Needed
	Chair Rental	\$15 per chair	
	Table Rental	\$35 per table*	
	Tent Rental	\$105 per tent**	
	Table and (2) Chair Rental	\$50 per pair***	
	Table, Tent, & Two Chairs Rental	\$195 per set***	

\*Table size is 8' | \*\*Tent size is 10x10

For official use only:

Date received	Payment Method	Confirm sent



## **OUT in the Park Jersey Gay Pride Festival 2024 Vendor Agreement**

- I, \_\_\_\_\_ (print first and last name), a duly authorized representative, have read and understood the information and regulations regarding participation in the Jersey Gay Pride stated by Jersey Gay Pride Committee 2024 and Family Lyfe in this vending package.
- I agree that my company/organization and any individuals representing said company/organization at the Jersey Gay Pride held by Southern NJ LGBTQA Pride Committee 2024 and Family Lyfe on Sunday, September 8, 2024, will abide by said regulations.
- I further agree that I will not hold Jersey Gay Pride Committee 2024 and Family Lyfe or its affiliates responsible for any injuries, damages, or losses sustained to myself or any representative from my organization or to any of my organization's equipment, materials, and supplies during the festival.
- Any equipment and materials supplied shall remain at the place of the event - on the grounds of \*Cooper River Park, Cherry Hill, County of Camden, State of New Jersey- in connection with the above event, which will be our sole responsibility.
- Should my company or organization choose to rent equipment, materials, or supplies from Jersey Gay Pride Committee 2024 and Family Lyfe, I am responsible for their timely return on the day of the event in the same condition they received them.
- I agree to reimburse Jersey Gay Pride, Southern NJ LGBTQA Pride Committee 2024, Family Lyfe, or any affiliate by paying for the replacement of said equipment, material, and supplies should they be damaged in any way.
- I understand this festival is RAIN OR SHINE.
- I recognize that my vendor reservation does **not** include a table and chair and that there is a non-refundable registration and rental fee. Failure to follow this agreement and the provided terms and conditions may result in canceling a reservation with discretionary refund policies.
- **FOOD & GAMING VENDORS ONLY**—According to the festival's regulations, I will name Jersey Gay Pride Committee 2024, Cox Consultant & Management Firm, and Family Lyfe as additional Payees on an insurance policy that ensures our organization while on festival grounds on Sunday, September 8, 2024. **Food vendors MUST read the attached Food Vendor Regulations. Initial HERE \_\_\_\_\_.**
- **NON-PROFIT & OUTREACH VENDORS ONLY** agree to provide a service or an outlet or support Family Lyfe and the Jersey Gay Pride Committee 2024 in its commitment to bringing the LGBT+ community together. Initial HERE \_\_\_\_\_.
- **WEATHER. THERE IS NOT RAIN DATE FOR THIS EVENT.** If it rains on the day of the festival, we will offer the opportunity for confirmed vendors to proceed with setting up their space. Please note that event amenities may be excluded. For example, we cannot place electrical items if it rains, i.e., live disc jockey or substitute. Should there be inclement weather, such as flooding, strong winds, or moist/wet grounds. Remember that this event is near a lake so that conditions may worsen during a downpour. Family Lyfe, A Nonprofit Organization and Jersey Gay Pride, and its affiliate will not be responsible for any loss or damage to merchandise and displays.



- I understand that the location is subject to change due to unforeseeable variables beyond the event organizers' control.

- Signature of the above person: \_\_\_\_\_ Date: \_\_\_\_\_

- Title: \_\_\_\_\_

If you are looking for help with local and state requirements, do not hesitate to contact one or both of the following departments:

**Camden County Parks Department**

Director of Event Operations  
Department of Events and Community Outreach  
1301 Park Boulevard, Cherry Hill, NJ 08002  
(856) 216-2151 Office  
(856) 216-2146 Fax

**Camden County Fire Marshall's Office**

2311 Egg Harbor Road  
Building 18 – Public Safety  
Lindenwold, NJ 08021  
(856) 783-4808 [extension 5451]

**Camden County Division of Health**

512 Lakeland Road  
Blackwood, NJ 08012  
(856) 374-6052



**PLEASE READ THE FOLLOWING  
CAREFULLY AND IN ITS ENTIRETY**

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## **OUT in the Park Jersey Gay Pride Festival 2024 Vendor Information and Regulations**

- **COMPLIANCE AD POLICIES.** Vendors must comply with all local, state, federal, and venue rules and regulations and supply tangible proof. Please review the Camden County Department of Events and Community Outreach Vendor Requirements for more information and guidance. Please contact the Camden County Parks Department if you need help locating that information.
- **EVENT INSURANCE.** Please contact the Camden County Parks Department if you need help locating that information.
- **WEATHER. THERE IS NO RAIN DATE FOR THIS EVENT.** If it rains on the festival day, we will allow confirmed vendors to proceed with setting up their space. Please note that event amenities will be excluded. For example, we cannot place electrical items, such as a live disc jockey, live performances, or substitute if it rains. Remember that this event is near a lake so that conditions may worsen during a downpour. Family Lyfe, A Nonprofit Organization, Jersey Gay Pride, and its affiliates are not responsible for any loss or damage to merchandise and displays. If you decide not to attend the event, there are **NO REFUNDS or EXCEPTIONS!**
- **REGISTRATION POLICY.** Registration and rental fees are non-refundable and transferrable. Other accommodations may be provided.
- **VENDING EQUIPMENT.** Vendors are responsible for bringing their table, chair(s), and tent. All vendor equipment and products must be secured and prevented from being a hazard to the public. If you need a table and chair(s), a nominal non-refundable fee. Orders must be placed at least 30 days before August 1, 2024.
- **FOOD VENDORS.** Food vendors **MUST** read the attached Food Vendor Guide. They must also meet all health and sanitary codes and comply with all local, state, and federal regulations regarding the handling and serving of food. Family Lyfe, Jersey Gay Pride Committee 2024, and its affiliates relinquish all responsibilities and liabilities concerning food handling to the vendor owner. Please be prepared to supply the Camden County Parks and Fire with the requested documents.
- **VENDOR SPACE SIZE.** Tents larger than 10x10 must be approved before the festival. Tents 10x10 or smaller are pre-approved. Tents larger than 10x10 will be charged an additional fee and may result in being asked to readjust or leave the venue. If you use a tent larger than 10x10, the Camden County Parks Department and Camden County Fire Marshalls may require a separate permit.
- **MERCHANDISE.** The vendor coordinator must approve the sale of merchandise containing the official Jersey Gay Pride, Family Lyfe logo, or any Jersey Gay Pride paraphernalia.
- **SUPPORT.** Vendor volunteers will be available throughout the festival to answer questions or help with emergencies.
- **TRASH REMOVAL.** All trash must be removed from the premises. Please place all garbage in the proper receptacles provided. Vendors who do not remove debris will be charged a \$50 fee. Invoices will be sent by email and USPS.
- **CONTACT US.** Please add [info@jerseygaypride.org](mailto:info@jerseygaypride.org) and [snjgaypride@gmail.com](mailto:snjgaypride@gmail.com)



to your email address book.

- **CONTACT YOU.** Please provide all contact information requested on the vendor application; this information is required to receive essential updates about your vendor registration promptly.
- **DAMAGE/LOSS:** Jersey Gay Pride, Family Lyfe, A Nonprofit Organization, and its affiliates are not responsible for any loss or damage to merchandise and displays.
- **FIREWORKS: Fireworks are prohibited at this event. If fireworks are used,** we will contact the local police department.
- **VENDOR CHECK-IN.** Vendors must check in with the vendor coordinator at the festival entrance at the official Jersey Gay Pride booth. The vendor check-in begins at 10:00 a.m., and the festival site opens to the public at noon.
- **LOADING AND UNLOADING.** Vehicles must be completed and cars removed from the festival site by 11:30 a.m. Failure to clear the festival grounds of all non-authorized cars will result in the forfeiture of your placement, and no refund will be permitted.
- **BLOWHORNS AND MUSIC.** There will be music and entertainment all day. Radios, megaphones, and loudspeakers may not be allowed. Participants **MUST** confirm usage with the vendor coordinator.
- **PROPERTY DAMAGE - OPTIONAL** Vendors shall obtain, at the vendor's own expense, property insurance against fire, personal injury, bodily harm, death, dismemberment, theft, vandalism, and destruction by any cause, naming Family Lyfe and Jersey Gay Pride Committee 2024 as additional insured.
- **POST-EVENT CLEAN-UP.** Please leave your site as it was when you arrived at the festival. Your site will be inspected. The festival runs until approximately 6:00 p.m. All vendors must vacate upon request.
- Your vendor space is 10x10. If you need more space, please let us know as soon as possible because there is a nominal fee for additional space.
- **UPDATES/MODIFICATIONS.** Updates and modifications regarding the festival will be made by email and social media.

## **FOOD VENDORS GUIDE**

as of June 20, 2024

### **INSURANCE REQUIREMENTS**

- Workers Compensation and Employers' Liability
- Statutory coverage for New Jersey
- \$100,000.00 Employer's Liability; Broad Form All-States Endorsement.
- General Liability - \$1,000,000.00 for occurrence. The County of Camden shall be named as additional insured concerning general liability.
- Auto Liability - \$1,000,000.00 for occurrence/\$1,000,000.00 aggregate. This coverage is required if the operation of any vehicle is required for the performance of the services detailed herein (including but not limited to the use of a vehicle to make any on-site visits).



- Indemnification - Vendors shall defend, indemnify and hold harmless the County, its officers, agents and employees from any and all claims and costs of any nature whether for personal injury, or property damage arising out of the vendor's negligent acts or omissions under this agreement.

### **COMPLIANCE WITH HEALTH REGULATIONS**

- Food vendors are required to obtain a Satisfactory Inspection Report on each vending unit from the Camden County Division of Health at (856) 374-6052.

### **COMPLIANCE WITH CAMDEN COUNTY FIRE MARSHAL**

- Food Vendors are required to obtain a Fire Safety Permit from the Camden County Fire Marshal's Office: Camden County Office of the Fire Marshal (856) 783-4808 Ext. 5451

### **STATE SALES TAX CERTIFICATE, TRADE NAME, AND BUSINESS REGISTRATION CERTIFICATE**

- At the time of submittal of this proposal, a copy of your trade name certificate, state sales tax certificate, and business registration certificate must be provided.

If you are looking for help with local and state requirements, please get in touch with one or both of the following departments:

#### **Camden County Division of Health**

512 Lakeland Road  
Blackwood, NJ 08012  
(856) 374-6052

#### **Camden County Parks Department**

Director of Event Operations  
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