



Coast Day 2009

Please read the enclosed information carefully. As you plan your Coast Day participation this year, we ask that you follow these policies, as well as any specific requirements for your exhibitor/vendor category that are identified in this document. If you have any questions, please feel free to call or email the contact person listed with the policy. We look forward to seeing you at Coast Day!

BE SURE TO READ THE INFORMATION FOR YOUR CATEGORY ON THE FOLLOWING PAGES!

ALL EXHIBITORS AND VENDORS:

1. **The University has the right to accept or reject any applicants requesting participation and has the sole right to locate participants at any place it deems appropriate.**
2. Exhibitor space at Coast Day is limited. Space will be provided on a first-come-first-served basis once your registration form and fee are received. The registration deadline is August 10, 2009. Exhibitors accepted by August 10, 2009, are guaranteed inclusion in the program. Please make check payable to the **UNIVERSITY OF DELAWARE**.
3. **The online registration form can be found at <http://www.decoastday.org> and will be available July 10, 2009.** A confirmation letter will be mailed upon receipt of your signed, completed form and payment.
4. All registration fees are non-refundable unless adverse weather conditions prevail and the University cancels Coast Day.
5. All Coast Day exhibits or displays, except food vendors, must have a marine theme or highlight other elements of the environment or conservation. In keeping with the environmental theme of the event and the potential impact on local wildlife, vendors may not distribute balloons anywhere on the Hugh R. Sharp Campus.
6. Coast Day is held rain or shine. The official hours are from 11:00 a.m. to 5:00 p.m. All exhibit and vendor areas must be set up by 10:00 a.m. Coast Day morning. ***Please note: all exhibits and vendor areas must be stationed until 5:00 p.m.***
7. All vehicles must be parked in the designated parking areas by 10:00 a.m. The main campus road will be closed to vehicles between 10:00 a.m. and 5:00 p.m.
8. The University will not be responsible for handling any deliveries for exhibitors.
9. All exhibitors/vendors are responsible for setup of their displays. The University does not provide equipment or personnel. If water and/or electricity are requested, please be specific as to your requested needs and we will try to accommodate your request.
10. The University requires you to keep your exhibits or concessions clean and sanitary at all times by removing any trash and placing it in centralized trash or recycling containers. Containers will be emptied as needed throughout the day.
11. It is the responsibility of exhibitors to make sure their exhibit space is cleared at the end of the day and to place any trash and recyclables in the proper receptacles.
12. Coast Day staff will be on hand to verify compliance with vendor policies. Failure to comply with these policies may affect future Coast Day participation.

EDUCATIONAL/ENVIRONMENTAL EXHIBITORS: (contact Joe Farrell, 302-645-4250, jfarrell@udel.edu)

1. Payment in the amount of \$40.00 for each 10' x 10' exhibit space (includes 1 table and 2 chairs) is necessary to reserve your space at Coast Day.
2. Each 10' x 10' exhibit space under tents will be clearly labeled with the organization name. Exhibit space is carefully allocated and you are not permitted to bring additional tables with you.
3. Do not move your table/chairs (or take someone else's) to a different location without first obtaining approval from the contact person above.
4. When possible, electricity will be provided to a central point in the outdoor tents. It is the exhibitor's responsibility to provide any required extension cords (must be heavy duty UL Listed). **If you need electricity, you must indicate so on your registration form.**
5. Raffle tickets and/or sale of any items will not be permitted at your exhibit or display under the tents.

FOR-PROFIT FOOD VENDORS: (contact Doris Hicks, 302-645-4297, dhicks@udel.edu)

1. Payment in the amount of \$250.00 (includes 2 tables and 2 chairs) is necessary to reserve your space at Coast Day.
2. The University cannot make provisions for adverse weather conditions for vendors placed outside in the open.
3. All vendors needing ice will be responsible for obtaining their own. Each vendor is required to provide their own water hoses and extension cords.
4. If water and/or electricity are requested, please be specific as to your requested needs. It is the vendor's responsibility to provide any required extension cords (must be heavy duty UL Listed). **If you need electricity, you must indicate so on your registration form.**
5. Food vendors are required to set up Sunday, October 4th, 7:00 a.m. to 9:00 a.m. unless previous arrangements are made. If you would like to set up your exhibit before Coast Day, please call 302-645-4297 by 4:30 p.m. Thursday, October 1st to arrange a setup time.
6. All vendors will be required to remove equipment and clear areas no later than 5:00 p.m. Monday, October 5th unless previous arrangements are made.
7. The University has the right to accept or reject any applicants requesting participation. No exclusive rights to serve any type or variety of food will be granted.
8. **It is the responsibility of all food vendors to secure their own Division of Public Health temporary food permit. A partially completed permit form is attached for your convenience. Do not return these forms to the University. They must be delivered to the Sussex County Office of the Division of Public Health in Georgetown.**

NON-PROFIT FOOD VENDORS (SERVICE ORGANIZATIONS ONLY): (contact Doris Hicks, 302-645-4297, dhicks@udel.edu)

1. Payment in the amount of \$125.00 (includes 2 tables and 2 chairs) is necessary to reserve your space at Coast Day.
2. The University cannot make provisions for adverse weather conditions for vendors placed outside in the open.
3. All vendors needing ice will be responsible for obtaining their own. Each vendor is required to provide their own water hoses and extension cords.
4. If water and/or electricity are requested, please be specific as to your requested needs. It is the vendor's responsibility to provide any required extension cords (must be heavy duty UL Listed). **If you need electricity, you must indicate so on your registration form.**
5. Food vendors are required to set up Sunday, October 4th, 7:00 a.m. to 9:00 a.m. unless previous arrangements are made. If you would like to set up your exhibit before Coast Day, please call 302-645-4297 by 4:30 p.m. Thursday, October 1st to arrange a setup time.
6. All vendors will be required to remove equipment and clear areas no later than 5:00 p.m. Monday, October 5th unless previous arrangements are made.
7. The University has the right to accept or reject any applicants requesting participation. No exclusive rights to serve any type or variety of food will be granted.
8. **It is the responsibility of all food vendors to secure their own Division of Public Health temporary food permit. A partially completed permit form is attached for your completion. Do not return these forms to the University. They must be delivered to the Sussex County Office of the Division of Public Health in Georgetown.**

NAUTICAL CRAFT SHOW: (contact Michelle Scorziello, 302-645-4346, mkscorzi@udel.edu)

1. Payment in the amount of \$150.00 for each 10' x 10' space (includes 2 tables and 2 chairs) is necessary to reserve your space on Coast Day.
2. Craft show items must have a marine theme or highlight other elements of the environment and conservation.
3. All merchants will be placed outside (in the open); however, you may bring your own canopy to erect over your space. The University cannot make provisions for adverse weather conditions.
4. **Spaces are not assigned and are available on a first-come-first-served basis.** Booths are required to be set up by 10:00 a.m. on Sunday, October 4th.

DELAWARE MARINE TRADES ASSOCIATION BOAT SHOW: (contact Jim Falk, 302-645-4235, jfalk@udel.edu)

1. Payment in the amount of \$100.00 (includes 1 table and 2 chairs) is necessary from each participating dealer to reserve space.
2. The University has the sole right to designate the location for boat-show participants. The area will be marked, and participants must remain in the designated area.
3. All participants will be placed outside (in the open) and the University cannot make provisions for adverse weather conditions.
4. DMTA exhibits may be set up on the following days: Friday, October 2nd: 8:00 a.m. to 5:00 p.m.; Saturday, October 3rd: 8:00 a.m. to 12:00 p.m.; Sunday, October 4th: 7:00 a.m. to 10:00 a.m.
5. All boats and exhibits must be removed and areas cleared no later than 5:00 p.m., Monday, October 5th.
6. The University provides 24-hour security of the grounds on the Hugh R. Sharp Campus. If additional security for boats or other property is desired, it will be the responsibility of the DMTA and must be approved by the University.
7. The University assumes no liability for any boats or other property that may be damaged, stolen, or otherwise harmed.
8. No boat sales may take place during the Coast Day event.