

## SPONSOR / VENDOR REGISTRATION DIRECTIONS

**In order to participate as a sponsor or vendor you must register through Community Pass by August 23rd.**

If you already have a Community Pass account please proceed to Step 2.

If you need to create an account for your business/organization proceed to step 1 below. Follow the instructions to create your account then proceed to Step 2.

**1. CREATE AN ACCOUNT** by clicking here: <https://register.communitypass.net/marlboro>

- A. Provide the requested information about your business/organization  
*Address* - Should be your business/organization's address  
*Primary contact* - information should be the name of your business/organization, not your first and last name.  
**See example below for how to enter your business/organization**  
First Name – Marlboro Township  
Last Name – Recreation
- B. After all required information is entered select “**CREATE**” and proceed to Step 2 below

**2. REGISTER AS A VENDOR OR SPONSOR (payment is due at time of registration)**

- A. Go to <https://register.communitypass.net/marlboro> and enter your user name and password
- B. On your account home page select “**Browse Activities**” in yellow near the bottom of page
- C. Select “**Marlboro Day 2024**”
- D. Verify all account information is accurate then select “**continue**” Select the correct type of Vendor and number of spaces and or Sponsorship level.
- E. Fill out the Vendor or Sponsorship form, check off the event policies, and select “**CONTINUE**”
- F. Your total balance due will be indicated at checkout. Pay by VISA or MASTER CARD (note: fee non-refundable)

**ALL sponsors and vendors that are attending the event must provide a valid Certificate of Insurance (COI) in order to attend the event. The COI must have the following:**

1. Marlboro Township must be listed as the Certificate Holder with the Township address of 1979 Township Dr., Marlboro, NJ 07746 (usually bottom left corner)
2. Marlboro Township is listed as additionally insured with the date of September 8th 2024 and a rain date of September, 15<sup>th</sup> under the Description of Operations. (lower left corner)

**SAMPLE CERTIFICATE OF INSURANCE IS ATTACHED**