

VENDOR REGISTRATION / SIGN UP - COMMUNITY PASS STEP BY STEP INSTRUCTIONS

All vendor applications must be submitted through **Community Pass** by August 26th. If you already have an account **proceed to step 2** to submit your application. If you need to create an account for your business/organization use the following link: <https://register.communitypass.net/marlboro> and follow instructions below:

1. CREATE AN ACCOUNT

a. Complete information below about your business/organization

Address: This should be your business/organization's address

Name of Organization: **See example below for how to enter first and last name.**

First Name – Marlboro Township

Last Name – Recreation

Email Address: please use business/organization's email address b. After the above information is completed select "create"

2. REGISTER AS A VENDOR OR SPONSOR

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 2023**"

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)

Please note ALL onsite sponsors and vendors must provide a valid copy of insurance in order to attend the event. All COI must have Marlboro Township listed as Additional Insured AND listed as the Certificate Holder with Township address of 1979 Township Dr., Marlboro, NJ 07746