



Vendor Requirements

2023

These rules apply to ALL VENDORS WORKING AT CAPE MARINA, including Service Repair Companies, Boat Dealers & Brokers, Marine Surveyors & Charter Captains. Anyone who is compensated for work is considered a vendor! Vendors help us provide the “full service” that boaters expect of quality marinas, but they must follow the same rules we work with for security, safety and environmental protection reasons.

Cape Marina charges a Vendor Fee. Each and every time, regardless of duration, a vendor accesses Cape Marina property to perform work, a vendor fee will be charged to the vessel owner’s charge account. Every Vendor must use their customers time and money wisely. For vendors who both schedule and bring vessels to Cape Marina to work on exclusively, they will have an optional discounted monthly vendor fee that covers only their own employees, not other vendors or subcontractors. Subcontractors must pay a vendor fee and provide the same documents as all other vendors. See Cape Marina’s 2019 Vendor Memo for more information.

To keep this Marina operating in a safe, clean, and professional manner, Vendors **MUST** comply to provisions listed and provide copies of:

1. Current occupational license, and city/state sales tax registration numbers.
2. Current certificate of public liability insurance (minimum \$2,000,000) with companies insured. The Cape Marina Dockmaster’s office shall be furnished with copies of such policies, which shall contain a provision that cancellation or reduction in coverage thereof shall not be effective as to this Marina except upon 30 days advance written notice to Cape Marina’s DockMaster Office. Cape Marine Service Inc. must be listed on policy as an **additional insured**.
3. Current Workman’s Compensation Insurance Certificate with an additional list of all authorized employees that will conduct work at Cape Marina on behalf of your company covered under this certificate.
4. Unless scheduled by the customer with the DockMaster’s Office, a Current letter of consent, repair order, or a completed authorization to repair **SIGNED** and dated by the boat owner of record to be presented to the Dockmaster’s office prior to boarding ANY boat. Cape Marina will reject for the entire day any vendor who does not have this paperwork.
5. Signed copy of the Vendor Agreement; signature should be that of an authorized member of management for your company. The signed copy of the Agreement must be on file in the DockMaster’s Office and Marina Office **before starting work** in this Marina.
6. Prior to starting any work, the Vendor must report to the Cape Marina DockMasters’ Office each day to confirm current status of the required documents and to sign in the marina log. Vendors must specify the number of employees coming on to the property and all must be on the authorized employee list.

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7. Vendors are allowed to work on boats **ONLY** during normal business hours. M-Sun: 7am-5pm or as posted during summer season. Vendor must return passes by 5:15 or be subject to monetary penalties.
8. Failure to report prior to work, or to not have all documents current and on file, will result in suspension of access to the Marina or trespass from the property.
9. Cape Marina management is the ultimate arbiter to all Vendor Policy disputes. Cape Marina reserves the right to change the Vendor Policy as seen fit to protect its interests.

FOR ALL QUESTIONS - CALL THE CAPE MARINA DOCKMASTER'S OFFICE | 321-783-8410