



APPLICATION AGREEMENT FOR VENDOR SPACE

2014 Raiders & Invaders Saturday Festival

Saturday, June 7, 2014 (*No Rain Date*) - 12:00 noon – 6:00 p.m.

Event sponsored by: *St. Mary's County Tourism, The Leonardtown Business Association, and the Commissioners of Leonardtown*

1. Terms and Conditions

- a) The 2014 "Raiders & Invaders Saturday Festival" on the Leonardtown Square will be held on **Saturday, June 7, 2014 from 12:00 noon until 6:00 PM (No rain date)**. Throughout the day, entertainment and activities will also be held at Leonardtown Wharf Park.
- b) **There is no rain date for this event.** In the event of inclement weather or other emergency requiring access to the requested area of use, the event and all its activities may be cancelled by the event Organizers, the Commissioners of Leonardtown, or the St. Mary's County Sheriff's Department.
- c) Exhibitors and vendors should have displays and items for sale that would **appeal directly to an audience attending a local, historical, family-oriented event** – particularly pertaining to the late 1700's - early 1800's, modern applications of traditional crafts (leather, pottery, woodworking, smithing, cooking, fiber arts, music and children's activities), and/or those providing items that are distinctly Southern Maryland.
- d) **Pages 3 and 4 of the Application Agreement for Event Space** must be submitted to the Commissioners of Leonardtown by each participant requesting space in this event, including non-profit organizations, no later than **June 2, 2014**.
Completed Application Agreements should also include:
 - The **required fee** for the use of the space and opportunity (as outlined on the form)
 - A **photo** representative of the items you will be selling and/or displaying. Items exhibited the day of the event must be the same as the represented sample.**AND**
 - A \$1 Million Liability **Certificate of Insurance** naming the Commissioners of Leonardtown as additional insured.
 - OR** The signed Hold Harmless Agreement associated with this application.
- e) All applicants will be notified of their approved/denied application via e-mail for this event. **Please be sure to include your e-mail address on your Application Agreement.**
- f) Space will be assigned to vendors and exhibitors as available. **Each space is approximately 10' X 12'**. Larger units, such as a tent or van, may require additional space(s) – please indicate your need for any additional spaces on the Application form. The Space fee is \$25 per space; plus \$25 per space if electricity is needed. Please note that there are a limited number of spaces available with electricity (110 v.)
- g) Vendors and exhibitors are asked to **supply their own set-up materials, including tables, chairs, tents, extension cords, décor, generators, etc.** Vendors and Exhibitors are encouraged to bring a pop-up canopy or umbrella for cover/shade and to provide a uniform look to the event. As the day may be windy, participants should also plan appropriately to **weight their tent and items on display**.
- h) All vendors and exhibitors are expected to leave their area clean before departing. **Vendors and Exhibitors should use – and encourage others to use - the recycling containers for glass, plastic, paper and cardboard. To prevent overflow of trash containers, vendors and exhibitors should take all other set up and clean up trash with them for disposal.**

- i) The St. Mary's County Health Department requires that a **temporary food license** be purchased for each food booth in operation during an event. All food and beverage vendors and organizations (including not-for-profits) are responsible for contacting the St. Mary's County Health Department at least **14 days prior to the event date** to obtain a temporary food license/permit. The valid license shall be posted in your food service establishment, mobile unit, and/or temporary food service establishment. Food vendors must comply with pertinent Health Department regulations. Food vendors not complying with Health Department regulations will be subject to dismissal from the event. Contact the St. Mary's County Health Department, Office of Environmental Health, located at 21580 Peabody Street, Leonardtown, Md., or phone 301-475-4321.
- j) Vendors and Exhibitors may begin setting up their booth/exhibit at 10:00 AM. **Set-up should be completed no later than 11:30 AM.** Streets to the downtown area will be closed to thru traffic from 10:00 AM – 7:00 PM. Vendors and Exhibitors will be allowed to drive through the coned areas to their assigned area for unloading between 10:00 AM – 11:30 AM. **Vendors and Exhibitors arriving later than 11:30 AM may still set up, but will not be permitted access through the coned areas for unloading.** After unloading, vendors and exhibitors must move their vehicle(s) from the Town Square area to the public parking lot behind Town Hall.
- k) All participants shall **stay within their assigned space** while marketing or distributing their items during this event. This includes both those wishing to sell items and those wishing to provide free information or other services.
- l) All vendors and exhibitors shall **remain on site at the event during its duration**, and must agree not to take down their booth or exhibit prior to the conclusion of the event at 6:00 PM. (Weather permitting). **For the safety of spectators walking to the evening concert, vehicles will not be permitted in the Square until 7:00 PM; at 7:00 PM vendors and exhibitors will be allowed to bring their vehicles back into the Town Square area for loading and leaving the event.**
- m) The Event Organizers **reserve the right to reject** any applicant based on product duplication, prior performance, desirability of the product, or if the applicant does not meet the specified theme, criteria, or quality. There will be no guarantee to exclusive rights to sales of specific items or products.
- n) The Event Organizers **reserve the right to remove** any booth, display, distribution, or other work or display deemed inappropriate, or not adhering to these guidelines, on the day of the event.
- o) **Any changes** to this contract should be filed with the Leonardtown Event Coordinator no less than 2 weeks prior to the event or risk forfeiture of reservation fees.
- p) Mail pages 3 and 4 of the completed Application Agreement, Certificates of Insurance, photos, a check or money order for fees due, and any other attachments to:
Raiders & Invaders Festival
c/o Maria Fleming, Events Coordinator
P.O. Box 1
Leonardtown, MD 20650

If fees do not apply, you may elect to return your application via e-mail to Maria Fleming at maria.fleming2@verizon.net or fax it to 301-475-5350.

You will be contacted via e-mail regarding approval of your request and location assignment.

For additional information, contact Maria Fleming @ the Town of Leonardtown

Phone: 301-475-9791 or e-mail: maria.fleming2@verizon.net



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2. Contact Information: I am a New Exhibitor/Vendor ___ I am a Returning Exhibitor/Vendor ___

Organization Name: _____ Non-Profit: Yes ___ No ___

Contact Name: _____ Vendor ___ Exhibitor ___

Mailing Address: _____

Phone Number(s): _____ E-Mail Address: _____

3. Describe display, including items for sale, exhibit materials, or informative literature:

New Vendors/Products – Photo or photocopy of items to be sold included with application? Yes ___

Do you require more than one 10'x12' space: Yes ___ No ___ If Yes, how many? ___

Will your display include a tent? Yes ___ No ___ List Size: _____

Will your display include a van or other large unit? Yes ___ No ___ List Size: _____

Location assignment request or Other Special Requests or Concerns: _____

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FOR OFFICE USE ONLY	Form filed with COL ___/___/___	Space # _____
___ check # _____ enclosed	___ Paid Electricity?	___ Paid table and Chairs?
___ Paid Multiple spaces?	___ COI attached	___ Pictures attached
___ LBA? ___ 501c(3)?	___ On Map	___ E-mailed confirmation
___ Food Vendor	___ Children's Activity	___ Animals

4. Fees:

Signed Application, Fees and Certificate of Insurance naming the Commissioners of Leonardtown as additional insured are **due no later than June 2, 2014.**

- _____ \$25.00 per space Space Fee (\$25.00 per space x # of spaces _____)
- _____ \$ 0.00 per space fee waiver approved by Event Organizers _____
- _____ \$25.00 per space Requiring electricity (110V only) (\$25.00 per space x # of spaces _____)

Total amount included with this application: \$ _____

Make check payable to: The Commissioners of Leonardtown

5. Exhibitors' and Vendors' Acknowledgement

By signing below, the Exhibitors and Vendors and their representatives and parent organizations agree to the following:

- I/We hereby affirm that the Organizer of the Event and all Participants **will comply** with the Laws of the State of Maryland and the Statutes and Ordinances of St. Mary's County and the Town of Leonardtown.
- I/We will also **adhere to** the Terms and Conditions set forth in this contract.
- **OPTION A**

My/Our signatures below **confirm** that the Exhibitor, Vendor and Parent Organization agree to **indemnify and hold harmless** The Commissioners of Leonardtown and their officials, employees, and agents from and against all liabilities, judgments, settlements, losses, costs, or charges (including attorneys' fees), incurred by the Commissioners of Leonardtown or any of their officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss of property, damage caused by, arising out of, related to, or associated with the use of the Property by the User or by the User's members, employees, agents or invitees.

Initial here
for Option A

AND I/We waive any and all claims against the Commissioners of Leonardtown for any and all physical loss or damage to the property, including the cost to repair or replace the property caused by, arising out of, relating to, or associated with the use of the property by the user of by the user's members, employees, agents, or invitees.

- **OPTION B**

I/We **have** General Liability Insurance with the limits of \$1,000,000 per incident and Workman's Compensation to cover our staff and will provide a Certificate of Liability Insurance for said policy, specifying the Commissioners of Leonardtown and as Additional Insured for the Raiders and Invaders Event, June 7th, 2014.

OR Initial
here for
Option B

Organization (please print name): _____

Representative (please print name): _____

Representative Signature: _____ Date: _____