



## ***APPLICATION AGREEMENT FOR EVENT SPACE***

2014 Earth Day Celebration

Sunday, April 13, 2014 (*No Rain Date*) - 12:30 p.m. – 4:30 p.m.

*Event sponsored by: The Leonardtown Business Association  
and the Commissioners of Leonardtown*

### **1. Terms and Conditions**

- a) The 2014 “Earth Day Celebration” on the Leonardtown Square will be held on **Sunday, April 13, 2014 from 12:30 PM to 4:30 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. **Fees are non-refundable.**
- c) Exhibitors and vendors should have displays and items for sale that would **appeal directly to an Earth Day audience** – particularly pertaining to alternate transportation and fuels, recycled or repurposed arts & crafts, energy efficiency and conservation, sustainable living, natural resources/wildlife, organic/vegan/vegetarian produce and food, practical ways to reduce/reuse/recycle, or personal health and wellness.
- d) **Pages 3 and 4 of the Application Agreement for Vendor/Exhibitor Space** must be submitted to the Leonardtown Business Association by each participant requesting space in this event, including non-profit organizations, no later than **March 14, 2014**.  
Completed Application Agreements should also include:
  - The **required fee** for the use of the space and opportunity (as outlined on the form)
  - A \$1 Million Liability **Certificate of Insurance** naming the Leonardtown Business Association and the Commissioners of Leonardtown as additional insured. Crafters are not required to submit a Certificate of Insurance, but must sign the Hold Harmless Agreement associated with this application.
  - 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. (Returning Vendors are exempt unless selling a new product)
- 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 \$45 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.). **Fees are non-refundable.**
- g) Vendors and exhibitors are asked to **supply their own set-up materials, including tables, chairs, tents, etc.** However, if needed, a table and 2 chairs may be rented from the Leonardtown Business Association for a \$25.00 fee. Vendors and Exhibitors are encouraged to bring a pop-up tent or umbrella for cover and to provide a uniform look to the event. As the day is often very 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 10:30 AM. **Set-up should be completed no later than 12:00 Noon.** Streets to the downtown area will be closed to thru traffic from 10:30 AM - 5:30 PM. Vendors and Exhibitors will be allowed to drive through the coned areas to their assigned area for unloading between 10:30 AM - 12:00 Noon. **Vendors and Exhibitors arriving later than 12:00 Noon 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 area between The Front Porch and The Hair Company on Washington Street.
- 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) For the safety of spectators, all vendors and exhibitors shall **remain on site at the event during its duration**, and must agree not to leave or take down their booth or exhibit prior to the conclusion of the event at 4:30 PM. (Weather permitting). At 5:00 PM, vendors and exhibitors will be allowed to bring their vehicles back into the Town Square area for loading.
- m) The Leonardtown Business Association **reserves 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 Leonardtown Business Association **reserves the right to remove** any booth, display, distribution, or other work or display deemed inappropriate, or not adhering to these guidelines, 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:  
Leonardtown Business Association  
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](mailto: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](mailto: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:**

\_\_\_\_\_  
\_\_\_\_\_

**How does your display relate to the purpose or philosophy of Earth Day?**

\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**4. Fees:**

*Signed Application, Fees and Certificate of Insurance naming the Leonardtown Business Association and the Commissioners of Leonardtown as additional insured are **due no later than March 14, 2014.***

- \_\_\_\_\_ \$45.00 per space      Space Fee (\$45.00 per space x # of spaces \_\_\_\_\_ )
- \_\_\_\_\_ \$ 0.00 per space      Non-profit Organization (exempt from Space Fee)
- \_\_\_\_\_ \$ 0.00 per space      Current LBA Member (exempt from Space Fee)
- \_\_\_\_\_ \$25.00 per space      Requiring electricity (110V only) (\$25.00 per space x # of spaces \_\_\_\_\_ )
- \_\_\_\_\_ \$25.00 per set      Rental of 1 table and 2 chairs (\$25.00 per set x # of sets \_\_\_\_\_ )

Total amount included with this application: \$ \_\_\_\_\_

**Make check payable to: Leonardtown Business Association**

**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.
- I/We **will obtain** General Liability Insurance with the limits of \$1,000,000 per incident and provide a Certificate of Liability Insurance for said policy, specifying the Commissioners of Leonardtown and the Leonardtown Business Association as Additional Insured for this Event. (Unless Exempt)
- My/Our signatures below **confirm** that the Exhibitor, Vendor and Parent Organization agree to **indemnify and hold harmless** The Commissioners of Leonardtown, the Leonardtown Business Association, and their officials, employees, and agents from and against and all liabilities, judgments, settlements, losses, costs, or charges (including attorneys' fees), incurred by the Commissioners of Leonardtown, the Leonardtown Business Association 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.
- I/We **waive any and all claims** against the Commissioners of Leonardtown and the Leonardtown Business Association 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.

Organization (please print name): \_\_\_\_\_

Representative (please print name): \_\_\_\_\_

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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