

**Leonardtown Business Association**  
**Special Event Guidelines and Agreement for Vendors & Exhibitors**  
**2013 Beach Party on the Square - Saturday, August 3, 2013**

1. The 2013 “Beach Party on the Square” event on the Leonardtown Square will be held on **Saturday, August 3, 2013**, and is open to the public between the hours of 4:00 PM and 9:00 PM. The Leonardtown Square is located in historic downtown Leonardtown, Maryland, on Washington and Fenwick Streets. **There is no rain date for this event. Fees are non-refundable.**
2. An Application for Vendor/Exhibitor Space must be submitted to the Leonardtown Business Association by each Vendor or Exhibitor requesting space in this event no later than **July 15, 2013**. Vendors and Exhibitors will be contacted via e-mail regarding approval of their request. **Please be sure to include your e-mail address on the application.**
3. The completed **Application for Vendor/Exhibitor Space** shall **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, **a Certificate of Insurance** naming the Leonardtown Business Association and the Leonardtown Commissioners as additional insured, and any other applicable information. **Crafters are not required to submit a Certificate of Insurance.** Items exhibited the day of the event must be the same as the represented sample.
4. Booth space will be assigned to Vendors and Exhibitors. Approximate size per assigned space is 10’ x 12’. Larger units, such as a tent or van, may require additional space(s) – please indicate the 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.). **These Fees are non-refundable.** Please make checks out to the “*Leonardtown Business Association*”.
5. Vendors and exhibitors are responsible for supplying their own set-up materials, including tables, chairs, tents, etc. It is **strongly recommended** that Vendors and Exhibitors bring a pop-up tent or umbrella for cover and to provide a uniform look to the event.
6. Food vendors must comply with pertinent Health Department regulations. The St. Mary’s County Health Department requires that a temporary food license be obtained for the sale of food 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. During the event, the valid license shall be posted in your food service establishment, mobile unit, and/or temporary food service establishment. Food vendors and organizations not complying with Health Department regulations will be subject to dismissal from the event. Temporary food licenses may be obtained by contacting the St. Mary’s County Health Department, Office of Environmental Health, located at 21580 Peabody Street, Leonardtown, MD, or phone 301-475-4321.
7. Vendors and Exhibitors **may begin setting up their booth/exhibit at 1:00 PM** on event day. Streets to the downtown area will be closed to thru traffic from 1:00 -11:00 PM. A special permit pass will be emailed to vendors and exhibitors. Upon presentation of a special permit pass to the traffic attendees, vendors, exhibitors, and participants will be allowed access through the coned areas to their assigned area for unloading between 1:00 - 3:00 PM. **Vendor and exhibitor set-up shall be completed no later than 3:30 PM.** After unloading, vendors must move their vehicle(s) to the public parking lot areas off Courthouse Drive, or other side street areas around Town, but not within the coned-off limits. **Vendors and exhibitors arriving later than 3:00 PM will not be permitted access through the coned areas for unloading.**

8. **All Vendors and Exhibitors must 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.
9. For the safety of spectators, all **Vendors and Exhibitors shall remain 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 9:00 PM.
10. **Upon conclusion of the event** at 9:00 PM, Vendors and Exhibitors may begin taking down their booth or exhibits, and will be allowed to bring their vehicles back into the Town Square area for loading. Please exercise caution during take-down time, being conscientious of event participants, volunteers, and any lingering spectators.
11. All Vendors and Exhibitors are requested to leave their area clean before departing the event. ***Vendors and Exhibitors should use – and encourage others to use – the recycle containers for glass, paper, plastics and cardboard. To prevent overflow of trash containers, vendors should take all of their set up and clean up trash with them for disposal.***
12. **There is no rain date for this event.** In the event of inclement weather, this event will be cancelled and all activities will be cancelled. **Space Fees are non-refundable.** Check the Town website [www.leonardtown.somd.com](http://www.leonardtown.somd.com) or call 301-475-9791 after 10:00 AM on event day to receive messages regarding cancellation.
13. Groups or organizations conducting the sales of merchandise must comply with all pertinent local, state and federal laws pertaining to sales tax and reporting of income.
14. Organizers of this event reserve the right to approve or deny any applicant based on product duplication, prior vendor performance, desirability of the product, or if the applicant does not meet the specified theme, criteria, or quality. *Organizers do not guarantee exclusive rights to sales of specific items or products.*
15. 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.
16. Liability waiver: By signature of the Application for Vendor/Exhibitor Space, the Vendor/Exhibitor hereby irrevocably waives any and all claims against the Leonardtown Business Association or the Commissioners of Leonardtown or any of its officials, employees, or agents for any bodily injury (including death), loss of property or damage incurred by the vendor as a result of using the property and hereby irrevocably releases and discharges the Leonardtown Business Association and the Commissioners of Leonardtown and any of its officials, employees or agents from any and all claims arising out of or association with the use of this property.
17. Property damage: By signature of the Application for Vendor/Exhibitor Space, the Vendor/Exhibitor shall pay the Leonardtown Business Association or 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 or by the user's members, employees, agents, or invitees.
18. For additional information, contact Maria Fleming, PR & Events Coordinator for the Commissioners of Leonardtown at 301-475-9791 or by e-mail at [maria.fleming2@verizon.net](mailto:maria.fleming2@verizon.net)
19. Make checks out to the **Leonardtown Business Association**. Mail Application for Vendor/Exhibitor Space along with a check for Space Fees due, photos, and Certificate of Insurance to:  
Leonardtown Business Association  
c/o Maria Fleming  
P.O. Box 1  
Leonardtown, MD 20650