



June 5, 2013

Dear Beach Party Participant:

The Leonardtown Business Association and the Commissioners of Leonardtown are sponsoring Leonardtown's 12th Annual "***Beach Party on the Square***" event on Saturday, August 3, 2013 from 4:00 PM until 9:00 PM. This family-oriented event features live music and a variety of exciting entertainment, activities, games and fun!

Vendor participation is welcome at this event; however, we prefer products and displays with a "beachy" or "tropical" theme that would enhance our "Beach Party" atmosphere for all to enjoy. Community agencies are also welcome to set up a freestanding exhibit and distribute literature about their organization.

The Leonardtown Business Association charges a nominal \$45 fee per space for vendors and exhibitors participating in the Beach Party event. **These fees are non-refundable** and will be applied towards the cost of sponsoring the event. LBA members are exempt from paying the space fee when participating in LBA-sponsored events.

Assigned vendor space is approximately 10' X 12'. Vendors are responsible for supplying their own materials, tables and chairs, and are **strongly encouraged** to bring a pop-up tent or umbrella for cover, which also brings a look of uniformity to the event. If electricity is requested, an additional fee of \$25 is required. *There are a limited number of spaces with electricity, and they will be available on a first-come, first-serve basis.* **Electricity fees are also non-refundable.**

To request space as a vendor or exhibitor in this event, return the enclosed Vendor/Exhibitor Application **no later than July 15, 2013** along with the required vendor fee and certificate of liability insurance if required. First time vendors should also supply a photo of their product. Any vendor selling food must obtain a permit from the St. Mary's County Health Department. In addition, please be sure to read the "Special Events Guidelines and Agreement for Vendors and Exhibitors", also attached.

The Leonardtown Business Association reserves the right to reject 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, and further reserves the right to remove any booth, display, or work deemed inappropriate the day of the event. There will be no guarantee to exclusive rights to sales of specific items or products.

Thank you for your continued interest and support of events in Leonardtown!

Dan Norris

Dan Norris
President
Leonardtwn Business Association