

Leonardtown Business Association

Special Event Guidelines and Agreement for Vendors & Exhibitors 2013 Earth Day Celebration Sunday, April 21, 2013

1. The 2013 “Earth Day Celebration” on the Leonardtown Square will be held on Sunday, April 21, 2013 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.
2. An Application 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 15, 2013**.
3. 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.**
4. 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.
5. 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.**
6. 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.
7. 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.
8. **There is no rain date for this event.** In the event of rain, this event will be cancelled and all activities will be cancelled. **Fees are non-refundable.**

9. 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.
10. 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.
11. 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)
12. At the conclusion of the event, vendors and exhibitors will be allowed to bring their vehicles back into the Town Square area for loading.
13. 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.*
14. 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.
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. Mail the completed application and a check for fees due to:
Leonardtown Business Association
c/o Maria Fleming, Events Coordinator
P.O. Box 1
Leonardtown, MD 20650

NOTE: If fees do not apply, you may elect to return your application via e-mail to Maria Fleming at maria.fleming2@verizon.net.