

Leonardtown Business Association
Special Event Guidelines and Agreement for Vendors & Exhibitors
2012 Christmas on the Square - Friday, November 23, 2012

1. The 2012 *Christmas on the Square* event on the Leonardtown Square will be held on Friday, November 23, 2012, and will be open to the public between the hours of 5:00 PM and 9:00 PM. The Leonardtown Square is located in historic downtown Leonardtown, Maryland, on Washington and Fenwick Streets.
2. **Raindate: The raindate will consist of the Annual Tree Lighting (only) on Saturday, November 24, 2012 at 7:00 PM.** The festival portion of the Christmas on the Square event will be cancelled (no vendors or performers). All are welcome to come as a spectator and enjoy the tree lighting. For raindate announcements, call 301-475-9791 for a recorded telephone message, listen to local radio stations WSMD, WKIK or WMDM, or visit the Leonardtown web site at www.leonardtown.somd.com.
3. The Application for Vendor Space must be submitted to the Leonardtown Business Association by each vendor or exhibitor requesting space in this event **no later than October 19, 2012.**
4. The Application for Special Event Space shall include the required fee for the use of the space and opportunity as outlined on the Application for Special Event Space form, a photo(s) 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. Vendors and exhibitors will be contacted via email regarding approval of their request. **Please be sure to include your e-mail address on your Application.**
6. Space will be assigned to vendors, exhibitors and participants as available. Approximate size per assigned space is 10' x 12'. Larger units, such as a tent or van, may require additional space(s). The space fee is \$45 per space, plus an additional charge of \$25 per space if electricity is needed. Please note that there are a limited number of spaces available with electricity (110v). **Fees are non-refundable.**
7. 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 vendors and organizations that wish to conduct the sale of food and/or beverage 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 license shall be posted in your food service establishment, mobile unit, and/or temporary food service establishment. 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.
8. Vendors and exhibitors may begin setting up their space at 2:00 PM on event day. **Set-up shall be completed no later than 4:30 PM.** Streets to the downtown area will be closed to thru traffic from 2:00 PM-10:00 PM. Participants will be allowed access through the coned areas to their assigned area for unloading between 2:00 PM-4:30 PM. **Vendors and Exhibitors arriving later than 4:30 PM will not be permitted access through the coned areas for unloading.** After unloading, vendors must move their vehicle(s) to the public parking lot areas off Courthouse Drive, or other side street areas not within the Town Square coned-off limits.

9. Vendors and exhibitors are responsible for supplying their own materials, including tables, chairs, tents, umbrellas, power cords, etc.
10. All vendors and exhibitors 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 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. (Weather permitting)
12. 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.
13. 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, 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. Groups or organizations conducting the sales of merchandise are responsible for compliance with all pertinent local, state and federal laws pertaining to sales tax and reporting of income.
15. 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.
16. 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.
17. Liability waiver: By signature of the Application for Vendor 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.
18. Property damage: By signature of the Application for Vendor Space, the vendor/exhibitor shall pay 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.
19. Mail Application for Special Event Space along with a check for Fees due, photos, and Certificate of Insurance to:

Leonardtown Business Association
c/o Maria Fleming
P.O. Box 1
Leonardtown, MD 20650

Phone: 301-475-9791
Email: maria.fleming2@verizon.net
Town Website: www.leonardtown.somd.com