

Application for Vendors and Exhibitors



at Historic St. Mary's City  
Saturday, September 23, 2017, 10:00 AM – 4:00 PM  
Setup time 7:30 a.m. – 9:45 a.m.

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Check one and list the food and beverage, retail, craft or items for sale or display:**

**LARGE FOOD VENDOR 15% of gross NO DRINK SALES PERMITTED** \_\_\_\_\_

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

**RETAIL VENDOR \$50 NO DRINK SALES PERMITTED** \_\_\_\_\_

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

**EXHIBITOR – 501(C) 3 NON-PROFIT (limited sales) \$20** Describe your display and list all handouts and sale items. Items for sale must have organization's logo affixed. Raffles are prohibited without written permission beforehand. Have a special need? Ask us.

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

**CHECK HERE IF YOU WOULD LIKE US TO PROVIDE A TABLE AND TWO CHAIRS**  
(We have a limited number of tables – please bring your own.)

**Do you have a tent? Footprint size is \_\_\_ by \_\_\_**

**Do you need electricity? \_\_\_ amps @ 120 v.**

Based on a review of what items you plan to sell or display, the RiverFest Committee and/or the Event Director reserve the right to make all final decisions regarding acceptance and placement. Vendor fees and a Certificate of Insurance for food vendors are required in order to reserve a vendor space. Exhibitor fees are due on arrival September 23.

### **Rules and Regulations for Vendor, Artisan, Crafter & Exhibitor Participation**

September 23, 2017 (Rain or Shine)

- No alcohol to be brought on site. This is a family event.
- Acceptance for all vendors, artisans, crafters and exhibitors (referred to as vendors from here on) will be at the discretion of the Event Director (Bob Lewis).
- This contract is for space only for all vendors with the exception of large food vendors. Electricity is limited—special requests will be accommodated only with prior arrangement. The Event Director will not supply extension cords, additional tables or other equipment, nor furnish manpower needed to place trailers, equipment, and exhibits.
- Placement for vendors is at the discretion of the Event Director based on space availability and limitations. Once a space has been designated, vendor cannot move without permission of the Event Director.
- It is the responsibility of each contracted vendor to clean up around the contracted space and area on a continual basis throughout the duration of RiverFest. All trash and debris must be placed in the proper receptacles provided throughout the grounds.
- Vendors should arrive between 7:30AM and 9:00AM giving ample time to locate and **must be fully set up and all vehicles parked in designated areas prior to 10:00 AM.** Prior approval required for earlier set up time.
- **All vendors must not leave before 4:00 PM.** This year, there will be penalties for early departure—you will be required to place a deposit of \$25 in future years.

#### **HOLD HARMLESS AGREEMENT**

- The RiverFest Committee will not be responsible for any equipment left on the grounds—or for lost, stolen or damaged items and/or equipment—or for personal accidents or injuries.
- All booths, equipment and supplies **MUST** be removed after closing by 7:00PM.
- Sharing, trading or selling a contracted space is strictly forbidden without prior written approval from the Event Director.
- Selling or displaying items not on your application's detailed list is in direct violation of this contract.

#### **ALL FOOD PRICES MUST BE POSTED IN PLAIN VIEW!**

You may sell only the foods listed on the contract.

**A completed and signed Application Form is required to reserve a space.**

**Vendors must include a partial payment of \$25. (non-refundable, unless denied)**

**NON-COMPLIANCE OF THE RULES AS OUTLINED IN THIS CONTRACT OR IN FURTHER WRITTEN NOTICES COULD RESULT IN REMOVAL OF VENDOR WITH NO REFUND DUE.**

