



31st Annual Havre de Grace Seafood Festival

c/o Lori H. Maslin

P.O. Box 391, Havre de Grace, MD 21078

(410) 939-1525/ www.HdGSeafoodFestival.org SeafoodFes@aol.com

OTHER VENDOR APPLICATION / COMMERCIAL / BUY SELL

We appreciate your interest in participating in the 31st Annual Havre de Grace Seafood Festival on August 12, 13 and 14, 2011.

This contract is between _____ and The Havre de Grace Seafood Festival, Inc.

- We do not allow BUY/SELL, flea market or imported items in the Crafter area. If you do not make the items, you are not a Crafter – Please use this Commercial Vendor application. The Festival committee will make the final determination as to which vendor category. The Committee will limit the number of Vendors selling or displaying similar items or services (i.e. Jewelry, Home Improvement, etc.). These are determined on a first-come, first-served basis. The earlier you submit your application, the more likely you are to be accepted as a vendor.
- The Havre de Grace Seafood Festival must receive the signed contract, payment, and photos before application can be processed.
- Checks should be payable to Havre de Grace Seafood Festival. Mail contract and payment to P.O. Box 391, Havre de Grace, MD 21078.
- Commercial vendor spaces are 10' frontage x 10' depth. **We reserve the right to limit vendors to 2 spaces, at our discretion.**
- Send 2-4 photos (prints) of your products and one of set up display. **You may not offer items or services other than those approved in advance.** The Committee will retain photos. These photos are used to determine acceptance and to assign spaces.
- Access to the park for set-up will be available after 8:00 am until 3:00 pm on Friday August 12th. Set up on Saturday is from 6:00 am until 9:00 am. Commerce Street will be closed for set up on Saturday. **No Vendor vehicles will be allowed in the park on Saturday for set up.**
- Vendors will have limited access to the park for set up and tear down. Trucks & trailers will not remain in the park or on Commerce Street. Vehicles will be permitted onto Commerce Street a half hour after the Festival closes for the night. If you do not arrive on time, then you will have limited ability to get to your space with large trucks or trailers.
- Hours for Vendors will be as follows: Friday August 12th 4:00 pm to 8:00 pm; Saturday August 13th 10:00 am to 8:00 pm; Sunday August 14th 10:00 am to 6:00 pm. The event will open at 10:00 am Saturday and Sunday. All vendors are required to be open during all hours. **NOTE: ONLY Friday August 12th Festival hours are optional for non-food vendors.**
- Equipment teardown may only occur after 6:00 pm on August 14th, everything must be removed by 9:00 pm. No early teardowns. Commerce Street will be closed for tear down allowing parking and access for all vendors. **No Commercial vendor vehicles will be permitted in the Park for tear down until 7:30 pm on Sunday.** You are responsible for leaving your space clean and removing all trash or other debris.
- You are responsible for collecting and submitting Maryland State Sales and Use Tax.
- Commercial vendor fee is **\$225.00** per space. **There is a \$20.00 discount per space for returning vendors** for applications received before January 1st. **Application deadline is April 1, 2011.** A late fee of \$25.00 will be assessed for any application received between April 1st and July 1st. For applications received after July 1st the fee is \$300.00 per space. Certified checks or money orders are required after July 1st. Full payment must be received with your signed contract.
- Fees are non-refundable once the Festival accepts a vendor. Vendors will be notified by email when accepted. Any vendor not accepted will be notified by email and your check will be shredded.
- Limited electricity and potable water are available. Both 110v electrical and limited 220v electrical is available. You must request electrical service in advance. Basic electricity for Commercial vendors is generally \$35.00. The electrician, based on your needs and usage, will determine additional electrical charges. Water hook up is \$10.00. Generators will not be permitted. You are responsible for your own extension cords or hoses.
- Your entire display must fit within your assigned space. No vendor may extend past the approved designated space as determined by the committee. When requesting space you must include tongues/hitches, trailer/truck, tent ropes, and displays that will be in your space.
- **Any attempt to offer unapproved items or services will not be tolerated.** The Festival reserves the right to close down vendors who have serious violations or lack of professionalism. We reserve the right to cancel or eject any disruptive or fraudulent exhibitors.
- Vendors will park their vehicles in the designated lots, not in the park or on Commerce Street.
- This contract is NOT assignable or transferable. Only businesses, groups or organizations listed on the application will be permitted to operate or advertise from the location.

General Release: IN SUBMITTING THIS APPLICATION I AGREE THAT THE HAVRE DE GRACE SEAFOOD FESTIVAL, INC., HAVEN HOUSE, INC., THE CITY OF HAVRE DE GRACE, and HARFORD COUNTY OR THEIR OWNERS, OFFICERS, AGENTS AND/OR EMPLOYEES, WILL NOT BE HELD RESPONSIBLE FOR: LOSS OR DAMAGE TO ANY WORK, PERSONAL INJURIES OR OTHER DAMAGE, NOR WILL I, THE FOOD VENDOR OR MY EMPLOYEES OR AGENTS BE A PARTY TO ANY LEGAL ACTION AGAINST SAME. THE FESTIVAL DIRECTOR RESERVES THE RIGHT TO REMOVE OR REFUSE ANY VENDOR, WITH OR WITHOUT CAUSE. THERE WILL BE NO REFUND OF FEES FOR ANY REASON. I FURTHER AGREE TO ABIDE BY ALL RULES SET BY THE FESTIVAL ORGANIZERS. SPACES WILL BE AWARDED ON A FIRST COME, FIRST SERVE BASIS. DEPOSIT PAYMENT MUST ACCOMPANY THIS SPACE REQUEST. VENDORS ARE ONLY PERMITTED TO SELL MENU ITEMS AUTHORIZED IN ADVANCE BY THE COMMITTEE. PRIOR PARTICIPATION DOES NOT GUARANTEE ACCEPTANCE. THE PAYMENT OF A DEPOSIT DOES NOT CONSTITUTE ACCEPTANCE OF THE VENDOR BY THE COMMITTEE. THE NUMBER OF VENDORS WILL BE LIMITED.

Business Name _____ **Contact Name** _____

Address _____
Number & Street City State Zip Code

Business Phone _____ **Cell Phone** _____ **Email** _____

Your Website Address for Link from Festival Website _____

Items or Services to be Offered _____

This Wording will be used on Festival Website

What size (include tongues/hitches) trailer/truck, tent ropes, and displays that will be in your space _____' frontage by _____'

Electric Requirements – please be specific _____ Water Hook up _____

Enclose \$35.00 Minimum Fee

Enclose Additional \$10.00

SIGNATURE (REQUIRED) _____

I HAVE READ, UNDERSTAND, AND AGREE TO FOLLOW ALL RULES OF THE HAVRE DE GRACE SEAFOOD FESTIVAL

SIGNED CONTRACT, PHOTOS, AND FULL PAYMENT MUST BE RECEIVED BEFORE APPROVAL IS GRANTED.

NO VENDOR IS ACCEPTED UNTIL NOTIFIED BY COMMITTEE. PRIOR PARTICIPATION DOES NOT GUARANTEE ACCEPTANCE.