

Application for Vendors and Exhibitors



at Historic St. Mary's City  
Saturday, September 23, 2023, 10:00 AM – 4:00 PM  
Setup time 8:30 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 CHAIR**  
(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 fee deposit and a Certificate of Insurance for food vendors are required to reserve a vendor space. Exhibitor fee balance is due on arrival September 23. (Food vendor balance is due at COB.)

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

September 23, 2023 (Rain or Shine)

- This is a drug-free, tobacco-free and alcohol-free event. Smoking is only allowed within 15' of the smoking urn by the service road to Enso's.
- Acceptance for all vendors, artisans, crafters and exhibitors (referred to as vendors from here on) will be at the discretion of the Event Director (Emma Green).
- 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 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 8:30AM 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.**

### **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 5:00PM.
- 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)**

**Vehicles must be unload from the parking lot or driveway.**

**No vehicles will be allowed on the grass or sidewalks.**

**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.**

I, \_\_\_\_\_, AGREE TO ABIDE BY ALL THE RIVERFEST  
PRINT  
RULES AND REGULATIONS, AND THE HISTORIC ST. MARY'S CITY RULES  
AND REGULATIONS AS POSTED ON SITE. I WILL NOT DEPART UNTIL 4:00 PM.

Date \_\_\_\_\_

WE HEREBY CONTRACT FOR VENDOR/EXHIBITOR SPACE IN ACCORDANCE  
WITH THE FOREGOING AND WE AGREE TO COMPLY WITH SAID RULES AND  
REGULATIONS.

Total Amount Enclosed: \$\_\_\_\_\_ (Food vendors: 15% of gross sales due at COB)

Check # \_\_\_\_\_ Money Order \_\_\_\_\_

Signature \_\_\_\_\_

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

Mail completed contract and non-refundable payment to:

St. Mary's River Watershed Association  
PO Box 94  
St. Mary's City, MD 20686

Questions? Call 301-395-5757

VENDORS WILL RECEIVE A COPY OF THE SIGNED ACKNOWLEDGEMENT

-----  
OFFICIAL USE ONLY BELOW DOTTED LINE  
-----

Acknowledge by the St. Mary's River Watershed Association's RiverFest Committee:

**APPROVED**           **DENIED (Denied applicants will receive a refund)**

\_\_\_\_\_          \_\_\_\_\_  
Emma Green          Date

Date Received \_\_\_\_\_          Fee received \_\_\_\_\_

Location of Space \_\_\_\_\_