Today's Date:	
---------------	--

Non-Food Vendor Form

Downtown Pocomoke Spring Festival Saturday, April 8, 2017 11am-4pm

Registration Deadline: March 31, 2017

1. Contact Person:
2. Company Name:
3. Mailing Address:
4. Telephone:
5. Email:
7. Please include a description of the items you will be selling or exhibiting:
8. Please include any special requests or additional information:
Vendor fee for the Downtown Pocomoke Spring Festival is \$30.00. Your fee will reserve a 10'x20' space on Market Street. Each Vendor will provide his/her own table, tent, chairs, signage, etc. Learn more by reading the Rules & Regulations form.
Please make checks payable to: Downtown Pocomoke Association
Mail or drop off completed form and payment to:
Karah Lacey, City Hall, P.O. Box 29, Pocomoke City, Maryland 21851
Questions? Call: 410-957-1333 x111 or Email: karah@pocomokemd.gov
Payment and Vendor forms are due no later than March 31, 2017.
Signature of Authorized Representative:

^{*}Early registrants may benefit from being included in marketing materials for the event.

Downtown Pocomoke Spring Festival Saturday, April 8, 2017 11am-4pm

Vendor Rules and Regulations

Any obligations, releases, waivers or hold harmless items provided in this agreement with the Downtown Pocomoke Association and the City of Pocomoke City, shall be conclusively deemed to apply without exception to the City of Pocomoke, and/or any other agency or organization involved with the planning of this festival.

The success of the Downtown Pocomoke Spring Festival depends on the parties fulfilling these rights, duties and obligations.

Date/Time: Saturday, April 8, 2017 11am-4pm

Location: Market Street, Downtown Pocomoke City, Maryland

Application Approval: The Downtown Pocomoke Association will review your application once received. An email will be sent to you letting you know if your application has been approved. The Downtown Pocomoke Association has the right to refuse an application based on availability & the rules stated below. Only one vendor per product type will be allowed at the festival to avoid duplication of sales. (Ex: Mary Kay, 31, Pampered Chef, Bake Sales, etc.)

Exhibit Fees: Application is attached for a 10'x20' space
Booth assignments will be made at Association's sole discretion, based on availability and on the date each paid application is received. To avoid any confusion with other vendors and business owners, it is important to setup where you are assigned.

Setup information emails will be sent out the week of the festival.

Electric:Vendor must provide own extension cord(s), three-way adaptor plug, and additional lighting. Please note on your application if you will be needing electric.

You must bring your own canopy/tents, table and chairs, etc.

Signage: Signage is the responsibility of the Vendor and must comply with the specification as stated below. Vendor will be permitted to display signs identifying the Vendor and goods and/or services with prices that are being offered to the public. Vendor will be permitted to distribute handouts, brochures, flyers, and other promotional materials within the confines of assigned exhibit space only. Signage can in no way conflict with or be contrary to the stated purpose of the Downtown Pocomoke Spring Festival.

Restrictions: Vendor <u>is not allowed</u> to sell knives, guns, swords, poppers, silly string or any paraphernalia deemed by the Downtown Pocomoke Association or Police Department to be unsuitable for this event. Merchandise must be PG rated.

Insurance: Before a Food Vendor is permitted to sell or display any item, the Vendor is required to provide a certificate of public liability insurance in a form acceptable to the Downtown Pocomoke Association and the City of Pocomoke, naming the Downtown Pocomoke Association and the City of Pocomoke as additional insured. Food Vendors must also fill out forms supplied by the WorcesterCounty Health Dept and have them returned by the date that the WorcesterCounty Health Dept has provided on such forms.

Those that have not returned these forms on time will not be allowed to set up at the Festival and money will not be returned. It is the Vendor's responsibility to have them sent in on time.

Security: Neither the Downtown Pocomoke Association nor the City of Pocomoke shall be responsible for lost or stolen items. Each Vendor is expected to secure their area and its contents at the end of each day.

Liability: The Vendor is entirely responsible for the assigned booth/exhibit space and agrees to reimburse the City of Pocomoke for any damage to floors, walls, doors, buildings and/or grounds, sustained within such space during the period of time the Vendor has contracted for (including move-in and move-out).

Trash: Vendor is expected to provide for trash collection in booth and to empty that trash into receptacles provided by the festival.

Payment: Payment is due with application no later than March 31, 2017, assuming space availability at that time.

Setup: Setupis on Saturday, April 8th, between 9:00am and 10:45am. All booths must be fully set up and operational by 10:45am and remain open until 4:00pm.

Market St. will be closed from 9:00am-5:00pm for setup & take down. All vehicles must be moved off Market St. & parked in a municipal parking lot between 9:00am-5:00pm. Please do not block storefront entrances.

Compliance: The Vendor must comply with all Vendor Rules and Regulations relating to the Downtown Pocomoke Spring Festival. **These Rules and Regulations are to be considered an integral part of the attached registration form.**

We look forward to having you at the Downtown Pocomoke Spring Festival! Thank you!