

Today's Date: \_\_\_\_\_

**Artist/Non Food Vendor Application**  
**4<sup>th</sup> FRIDAY in DOWNTOWN POCOMOKE**

**FRIDAY, APRIL 28, 2017 5:00pm – 8:00pm**  
**REGISTRATION DEADLINE: APRIL 21, 2017 (no fee)**

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

Business Name (if any): \_\_\_\_\_

Type of Art/Merchandise: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Website/Facebook Page: \_\_\_\_\_

Please list other art shows & events you've exhibited your work: \_\_\_\_\_

\_\_\_\_\_

What will be your method for displaying your work?\* \_\_\_\_\_

\_\_\_\_\_

Additional information or requests: \_\_\_\_\_

\*Artist must provide their own tables, chairs, tents, etc. Please indicate the amount & sizes of screens, tables, tents, chairs and/or any other necessary display props you may use to help us determine the best location for you to setup. Learn more by reading the Rules & Regulations form.

Mail or drop off completed form to:

Karah Lacey, City Hall, P.O. Box 29, Pocomoke City, Maryland 21851

Questions? Call: 410-957-1333 x111 or Email: [karah@pocomokemd.gov](mailto:karah@pocomokemd.gov)

**Vendor forms are due no later than April 21, 2017.**

Signature of Authorized Representative: \_\_\_\_\_

**\*Early registrants may benefit from being included in marketing materials for the event.**

## **Important Information**

**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.)

**Inclement Weather:** In the event of rain, the Downtown Pocomoke Association will make the decision to cancel 4<sup>th</sup> Friday & resume the 4<sup>th</sup> Friday of the following month. This decision will be made between 2:00-3:00pm the day of the event. Emails will be sent out & updates will be on [downtownpocomoke.com](http://downtownpocomoke.com) & our Facebook pages "4<sup>th</sup> Friday" & "City of Pocomoke".

**Setup information:** An email will be sent out the week of the event. It is very important to setup where you are assigned to avoid any confusion or conflict with other artists, vendors & store owners. Setup time is between 3:30pm and 5:00pm. **Cars must be moved off Market St. & parked in one of our municipal parking lots due to the streets closing from 5-8pm.** When setting up your table/display please make sure not to block the storefront entrances as foot traffic may be trying to go in & out.

**Restrictions:** Please keep art PG rated. No re-sellers or flea-market type items. Vendor is not allowed 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.

**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 during the event.

**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 City.

**Compliance:** The Vendor must comply with all Vendor Rules and Regulations relating to 4<sup>th</sup> Friday in Downtown Pocomoke. **These Rules and Regulations are to be considered an integral part of the attached registration form.**

• If you are unable to attend 4<sup>th</sup> Friday once you've sent in your vendor application please contact Karah Lacey immediately at 410-957-1333 x111 or [karah@cityofpocomoke.com](mailto:karah@cityofpocomoke.com)

**We look forward to having you at the 4<sup>th</sup> Friday in Downtown Pocomoke!**