

Non-Food Vendor Form

Downtown Pocomoke Fall Festival

October 14, 2017 11am-4pm

(Rain Date: October 21, 2017 11am-4pm)

Registration Deadline: October 9, 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 Fall 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 or Email: karah@pocomokemd.gov

Payment and Vendor forms are due no later than October 9, 2017.

Signature of Authorized Representative: _____

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

Downtown Pocomoke Fall Festival

October 14, 2017 11am-4pm

Non-Food Vendor Rules and Regulations

The Downtown Pocomoke Association and the City of Pocomoke are hosting the Annual Downtown Pocomoke Fall Festival in Pocomoke City, Maryland.

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 Fall Festival depends on the parties fulfilling these rights, duties and obligations.

Date/Time: October 14, 2017 11am-4pm

Rain Date: October 21, 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. \$30.00 payment is due with application no later than October 9, 2017, assuming availability at that time.

Setup: Setup is on Saturday, October 14th, between 9:00am and 10:45am. All booths must be fully set up and operational by 11:00am 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.

Booth assignments are 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. Emails will be sent out the week of the festival.

All vendors must supply their own tables, tents, chairs, etc.

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.

- 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 Fall Festival.**
- Restrictions:** 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.
- 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 Worcester County Health Dept and have them returned by the date that the Worcester County 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.
- Inclement Weather:** In the event of storms, the Downtown Pocomoke Association will make the decision to move the Fall Festival to the following Saturday, October 21st. This decision will be made by 7:00am the day of the event. Emails will be sent out & updates will be posted on our Facebook page "City of Pocomoke".
- Compliance:** The Vendor must comply with all Vendor Rules and Regulations relating to the Downtown Pocomoke Fall Festival. **These Rules and Regulations are to be considered an integral part of the attached registration form.**

**We look forward to seeing you at the Downtown Pocomoke
Fall Festival! Thank you!**