**Today’s Date: \_\_\_\_\_\_\_\_\_\_**

**Non-Food Vendor Form**

**Downtown Pocomoke Spring Festival**

**Saturday, April 5, 2025 11am-3pm**

*Rain Date: Saturday, April 19, 2025 11am-3pm*

**Registration Deadline: March 28, 2025**

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 if you will need electric:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor fee for the Downtown Pocomoke Spring Festival is $35.00. 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:

Susan Redden, City Hall, P.O. Box 29, Pocomoke City, Maryland 21851

Questions? Call: 410-603-2018 or Email: susan@pocomokemd.gov

**Payment and Vendor forms are due no later than March 28, 2025.**

Vendor Signature implies that you have read the rules & regulations of the festival & agree to the terms of their conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Downtown Pocomoke Spring Festival**

**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 5, 2025 11am-3pm

**Rain Date:** Saturday, April 19, 2025 11am-3pm  
**Vendor Registration & Payment Due:** Friday, March 28, 2025

**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’ sidewalk space. $35.00 payment is due with application no later than March 28, 2025, assuming availability at that time. Only cash or check made out to the Downtown Pocomoke Association are acceptable at this time.

**Setup:** Setup will begin on Saturday, April 5th, as early as 8:00am. Market Street will close by 10:00am for final preparations. All booths must be fully set up on the sidewalks or within the parking lines and operational by 11:00am and remain open until 3:00pm. Please remove your vehicles off Market St. & park in a municipal parking lot between 10:00am & 4:00pm when the street will reopen. Please do not block storefront entrances when setting up your displays.

*Booth assignments are made at Downtown Pocomoke 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 their own extension cord(s) and three-way adaptor plug. Please note on your application if you will be needing electricity. One outlet is available per vendor within the black light poles on Market Street.

**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 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 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 rain, the Downtown Pocomoke Association will make the decision to reschedule the festival by 7:00am the morning of the event, if not sooner. Emails will be sent out & updates will be posted on our Facebook page “Downtown Pocomoke Association”. The rain date will be Saturday, April 19, 2025. If you are unable to attend the rain date, your vendor check will be mailed back to you.

**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 11th Annual**

**Downtown Pocomoke Spring Festival! Thank you!**