

FAIRGROUNDS COUNTRY FEST

Vendor Registration Form 2016

Hagerstown Fairgrounds | 520 N. Cannon Avenue, Hagerstown, MD 21740

Rain or Shine | September 24, 2016 12:00 PM to 9:30 PM

Fairgrounds Country Fest is looking for vendors that will fit the atmosphere of our County Music Festival. Vendors will be selected from applications to receive space at the festival. We are expecting crowds 5000 + in size. Send your completed application to:

Hagerstown Area Police Athletic League Attn.: Vending / 520 North Cannon Avenue, Hagerstown, MD 21740 or email to fairgroundsfest@gmail.com

Please reserve ___ space(s) for Fairgrounds Country Fest being held at the Hagerstown Fairgrounds on September 24, 2016.

Company/Vendor _____

Contact Person _____

Street Address _____

City, State, Zip _____

Phone _____ Email _____

Website _____ Sales Tax # _____

Federal ID or SSN _____

This application form becomes a contract when signed and accepted by the Hagerstown Area Police Athletic League Inc.

Food/Beverage Vendor: \$250.00 (flat rate)

Non-Food/Non-Profit Vendor: \$100.00 (flat rate)

Vendor spaces include an area on grass fields. Vendors are responsible for their tent, tables, chairs, equipment (including power), extension cords, and personnel. Please make check or money order payable to Hagerstown Area Police Athletic League. Cost includes four (4) vendor passes per booth. Additional help or companions must purchase tickets.

Received by: _____ Check # _____ Date _____

Authorized Signature: _____ Date _____



Hagerstown PAL

520 North Cannon Avenue • Hagerstown, Maryland
hagerstownpal@yahoo.com • 301-573-4938

_____ Initials

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Please read over the following agreement. This agreement will be enforced for all vendors.

OVERVIEW

Attempts will be made to keep every vendor site unique. A check for \$250.00 for food / beverage vendors and \$100.00 for non-food / non-profit is required with all vendor applications. Vendors provide their own assistance, tents, tables, chairs, power, and extension cords. Vendors are required to maintain at least one garbage can at their booth. Vendors selling food must obtain a permit through the Washington County Health Department, a copy of the permit must be submitted (via mail or email) to the Hagerstown Police Athletic League no later than September 4, 2016.

Applications do not confirm acceptance into the event. Confirmation will be made via email or telephone call with receipt to follow via mail. Money will be refunded for any application we do not confirm. Vendors will be chosen and contacted by August 31, 2016. Deadline for applications is August 15, 2016.

Failure to pay in full prior to the event nullifies application. Checks must be made payable to Hagerstown Area Police Athletic League. An application is considered a commitment to the festival.

SET-UP

Vendors are responsible for a timely arrival. Set up is between 12:00 PM to 6:00 PM Friday, September 23, 2016 or 8:00 AM to 11:00 AM on Saturday, September 24, 2016. Space is forfeited (and monies not returned) if not occupied by 11:15 AM on September 26, 2015. Vendors are responsible for cleaning and restoring their area to this original appearance by 11:00 PM. No vehicle movement after 11:15 AM, during the show, or until 30 minutes after the show. A separate vendor entrance will be used for the festival.

INSURANCE

Vendors are responsible for their own insurance. Proof of insurance is to be provided to Hagerstown Area Police Athletic League prior to acceptance.

The Certificates of Liability Insurance must name The Hagerstown Area Police Athletic League and the City of Hagerstown as Additional Insured. Minimum Acceptable limits are \$1,000,000 per Occurrence / \$1,000,000 per Aggregate

The additional Insured Endorsement is to read:

Hagerstown Area Police Athletic league
520 North Cannon Ave
Hagerstown, MD 21740



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City of Hagerstown
1 E Franklin St
Hagerstown, MD 21740

The Hagerstown Area Police Athletic League and the City of Hagerstown are not liable for any loss, theft, or damages to property caused by fire, casualty, acts of God or man, to merchandise or person. Hagerstown Area Police Athletic League will not be held liable for damage or loss to personal property or for injury to persons or employees while on the premises. An accepted/confirmed vendor agrees to assume full responsibility to prevent these occurrences, provide insurance, and secure against anticipated loss.

SALE OF PRODUCT

Vendors are responsible for all their cash transactions, sales taxes, and personal cash needs. Only products listed on the application can be sold. Hagerstown Area Police Athletic League reserves the right to prohibit the display of any article that, in its opinion, is not in keeping with the nature and/or character of the event.

TENTS

Vendors must supply their own tents. Vendors should have adequate protection for weather; sun, heat, cold, rain, or wind. No guide wire shall guide rope shall cross any means of public egress. Tent stakes shall be railed off, capped, or covered so as not to prevent a hazard to the public. Recommended tents for non-food vendors are 10'x10'.

MARKETING & ADVERTISING

Vendors are encouraged to use the Fairgrounds Country Fest event name, dates, or make any reference to the festival directly or indirectly in marketing or social media. Vendors are NOT allowed to use any artist, musicians, or entertainers name and/or images on any products for sale, marketing, or advertising. Any such use will result in the termination of vendor agreement prior to the event or removal from the event during the event. Any fees pertaining to the vendor space will NOT be refunded as a result of such violation.

FIRE SAFETY

Each food vendor is required to have a fire extinguisher in reach at all times. A class "K" fire extinguisher is required for any cooking operation involving a deep fat fryer. All extinguishers shall have a tag attached indicating that they have had a current annual inspection. Vendors are responsible for the fire extinguisher cost.

VENDOR PARKING

All vendors will be provided with two (2) FREE parking spots onsite at the Fairgrounds. These parking spaces will be directly outside the gated vendor area and accessible throughout the festival day by separate vendor entrance/exit.

SPONSORS AND PRODUCTS

Sponsors are an important part in the success of Fairgrounds Country Fest. Some sponsors have paid for the exclusivity of a product or service. Vendors are NOT guaranteed exclusivity on any products or service. If you wish to have exclusivity of your product or service consider becoming a sponsor.

***We are giving priority to local vendors and artisans. We are also looking for vendors who offer unique food and products.



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Signing this application indicates you have read, understood, and agreed to comply with event rules. No refunds shall be given to any registration fees after acceptance to the festival has been confirmed.

The Hagerstown Area Police Athletic League reserves the right to dismiss any vendor who violates the contract.

NAME: (please print) _____

COMPANY NAME: _____

SIGNATURE & DATE: _____



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Description of services to be offered:

Please describe your booth space, including any special needs. Include your tent size, if applicable any additional electric needs, number of people working, PHOTOS of products and display or vending station, and any other relevant information. If selected, photos submitted may be used for advertising purposes by Fairground Country Fest.

***Products for sale: Attach a separate sheet listing all products for sale and pricing.



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