

VENDOR APPLICATION 2024 SEASON



Date Submitted: _____

Name _____

Business Name: _____

Street Address _____ City _____

State _____ ZIP _____ Phone _____

Email: _____ Web Site: _____

Type of items to be sold: _____

Please check the events you are applying for:

_____ **LIGHTED BOAT PARADE** September 27 ★ 5-9:00 PM ★ Concord Point Park
\$50 Administration Fee per 10' X 10' space

_____ **OKTOBERFEST** October 12 ★ Noon-7:00 PM ★ Concord Point Park (Raindate: October 13th)
\$65 Administration Fee per 10' X 10' space

Amount enclosed \$ _____

Make checks payable to **CITY OF HAVRE DE GRACE** and mail to:

Bambi Johnson, City of Havre de Grace, 711 Pennington Avenue, Havre de Grace, MD 21078

To pay by **CREDIT CARD** (copy & paste into your URL line) <https://starcentremd.square.site/>

IMPORTANT – Attach a copy of your credit card receipt to this application to confirm payment.

APPLICATION WILL BE DENIED WITHOUT VENDOR SIGNATURE:

I have read and agree to the General Guidelines for Vendors. Further, I understand that my vendor fee is non-refundable unless the event is canceled.

Vendor Signature: _____

General Guidelines for Vendors

1. Acceptance and placement of all vendors will be made by the City of Havre de Grace on a first-come first-served basis while maintaining an overall variety of vendors.
2. All applications (including payment of all fees) are required 14 days before the date of the event. Applications and/or fees not received 14 days prior will render the application null and void, and vendor space will be forfeited.
3. In the event of severe weather, cancellation will be announced no later than 2 hours prior to the load-in time. In this case, all vendor fees will be refunded or applied to another City sponsored event at the vendor's discretion.
4. Set up for event begins 2 hours before start time; break down must be completed 60 minutes after end time.
5. Vendors must provide their own tables, chairs, tents, etc. No electricity or running water will be available onsite.
6. All vendor tables/booths must be attended during the hours the event is in operation. If an emergency arises and a vendor must close before the end of the event, all goods and equipment must be promptly removed from the event area, however, vehicle access to the event area in this circumstance will be at the discretion of the Event Coordinator.
7. Vendors shall be responsible for handling all their own security, cash, point of sale transaction and other financial dealings. The City of Havre de Grace assumes no responsibility for cash, merchandise, personal or business property which is lost, stolen or damaged during the course of the event.
8. Vendors shall refrain from disorderly conduct, antagonism, vocal and vitriolic criticism of other Vendors, the general public, or employees of the City of Havre de Grace during the course of the event. Any action on the part of any vendor which requires the intervention of the Havre de Grace Police or Events Coordinator shall be deemed cause for immediate expulsion of said vendor subject to the discretion of the Event Coordinator and may result in omission in participating in future City-sponsored events.
9. Vendors may, at their discretion, make marketing materials, advertising, artwork (either electronic or printed material) available to the City of Havre de Grace for use in advance publicity for the event and its participants.
10. Any sale or dispensation of alcohol and/or food shall be governed by the regulations of the Harford County Liquor Control Board, the Harford County Health Department or any licenses issued by said agency.
11. The City of Havre de Grace reserves the right to change or amend these regulations at any time with notice provided to all participants.
12. **THERE ARE NO REFUNDS** if the vendor cancels or fails to show up for any reason.