



Holly Jolly Days

David Craig Park Tent

Vendor Application

City of Havre de Grace

450 Pennington Avenue

Havre de Grace, MD 21078

410.939.2100 LauriO@havredegracemd.com

Holly Jolly Days under the tent at David Craig Park to include entertainment, food, a beer garden, activities and vendors. Please check all days that you are interested in participating in.

Dates Requested: Saturday, Dec. 7, 3-7 p.m. Saturday, Dec. 14, 3-7 p.m.

Date Application Submitted _____

Name _____

Business Name: _____

Street Address _____ City _____

State _____ ZIP _____ Phone _____

Email: _____ Web Site: _____

Type of Items to be displayed and/or sold. Share how your area will be interactive or items will be make and take _____

Vendors \$50 Fee per 10x10 space, \$75 for both dates _____

*****Priority will be given to vendors doing demonstrations or providing make and take items.*****

Amount **enclosed** \$ _____ (Make checks payable to City of Havre de Grace) and mailed to

The City of Havre de Grace, 201 N. Washington Street, Havre de Grace, Maryland 21078

or

Email application to, LauriO@havredegracemd.com and call 410-939-2100 to pay with a credit card.

_____ **Approved Date** _____ **Disapproved Date**

Vendor Signature: _____

City Representative _____

****Vendors will be notified of confirmation when the application has been approved.**

****Payment for **APPROVED** applications is due 10 days prior to the event.**

General Guidelines for Vendors

1. Acceptance and placement of all vendors in the tent will be made by the City of Havre de Grace. **Priority will be given to Vendors who provide a do-it-yourself or make-and-take option for visitors, i.e. a wreath vendor with a make-and-take item or an ornament vendor with a do-it-yourself option.** Our goal is for visitors to participate and be fully engaged during our event.
2. All applications for Holly Jolly Days (including payment of all fees) are requested 10 days before the date of the event, payment must be made prior to the day of the event or your application will be void.
3. Vendors must provide their own tables and chairs. No electricity or running water will be available onsite.
4. Holly Jolly Days are a rain or shine event. In the case of severe weather, the event will be cancelled no later than 2 hours prior to the event start **time**. Please note, events start at different times depending on the day selected.
5. Vendors may park near the site to load and unload. However, vehicles must be parked out of the event area during the hours of the event. Set up is one hour prior to the event time and clean up must be finished by one hour after the event ends.
6. All Vendor space 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 City's Event Coordinator.
7. Vendors participating in *Holly Jolly Days* must set up under the tent at David Craig Park.
8. 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.
9. Vendors shall refrain from disorderly conduct, antagonism, vocal and vitriolic criticism of other Vendors, the general public, or all 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 City Events Coordinator shall be deemed cause for immediate expulsion of said vendor subject to the discretion of the City's Event Coordinator and may result in omission in participating in future City-sponsored events.
10. 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.
11. 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.
12. The City reserves the right to change or amend these regulations at any time with notice provided to all participants.