



2025 May - October First Friday Vendor Application

New Hours 5pm- 8pm

City of Havre de Grace
201 N. Washington Street
Havre de Grace, MD 21078
410.939.2100
LauriO@havredegracemd.com

Months **(Check all months you are interested in attending)**

MAY 2 JUN 6 JUL 4 AUG 1 SEP 5 OCT 3

Contact Name _____

Business Name _____

Street Address _____ City _____

State _____ ZIP _____ Phone _____

Email _____ Web Site _____

FOOD VENDOR/TRUCK \$80.00 administration fee per month

- **Menu Submission:** Attached to your application, please include a menu of what your truck will be selling.
- **Space Allocation:** You will be given enough space for your truck or tent; we will not be allowing pickup trucks to stay parked in the food truck area. If you are vending from a trailer hooked to a truck, you will need to drop the trailer and park your truck in another area. **We cannot accommodate pick-up trucks**
- **Parking Restrictions:** No parking will be allowed in the HdG Chiropractic parking lot at 225 St. John Street.

VENDOR \$50.00 administration fee per month

- **Business Description:** Describe your business/organization and how it serves the Havre de Grace Area, or provide a link to your landing page.
- **Product Description:** Provide a description of what you will be vending and a photo of your set-up.
- **Vendor Spaces:** Vendor spaces are 10x10. **Vendors are required to bring their own 10 ft. x 10 ft. canopy tent with corner weights for setup**

OVER...

- NON-PROFIT located in the City of Havre de Grace \$30.00** administration fee per month
 - **Mission Statement:** Please provide your mission statement and detail how you serve our non-profits, schools, and other services. Tell us what you hope to achieve as a vendor at First Fridays. This information helps us prioritize and decide.
 - **Community Focus:** We are focusing on non-profits that support the Greater Harford Community directly, such as volunteering for our non-profits, supporting veterans by providing service, supporting our schools, and more. We welcome school clubs, 4-H, and scouts, to name a few. Please state this information in the description box.
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- Check here if you are unable to adhere to the Washington Street set-up requirements (Refer to number 5 under vendor rules)**

Vendor has read and agrees to all vendor rules for First Friday Event:

Sign Here _____ Print Name _____

Must sign or application will be denied. Payment will be accepted AFTER application has been approved.

We look forward to reviewing your application and potentially welcoming you to our vibrant First Friday event. Please ensure all necessary information is included to facilitate our selection process.

Payment Schedule

After your application is approved, you will receive an email detailing the months you may participate in the events. It's important to ensure timely payment to secure your involvement. Below is the payment schedule:

1. **Payment for May, June, and July:** Due by April 22.
2. **Payment for August, September, and October:** Due by July 22.

Please make sure to adhere to these deadlines to avoid cancelation of your participation.

If you have any questions regarding the payment process or need assistance, feel free to reach out to Lauri at: LauriO@HavredeGracemd.com or 410-939-2100.

Vendors Rules and Requirements

Thank you for your interest in the City of Havre de Grace First Friday event for the 2025 Season. Please note the new hours for our First Friday event are **5pm- 8pm**. The City has undergone some beautiful renovations, improving our infrastructure and, in turn, widening our sidewalks and beautifying our streets. We are more limited to available space and therefore will be vetting the applications received and choosing the vendors that are the best fit for our event. The First Friday event takes place on Washington Street, St. John Street, Franklin Street and Green Street.

1. Acceptance and placement of all vendors in the event will be made by the City of Havre de Grace. After your application is approved and months have been assigned payment will be accepted.
2. Weather can affect the First Friday event. In the case of severe weather, the event will be canceled no later than 2 hours prior to the event start time (3:00pm). Vendors will be notified by email at that time.
3. 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 for the event held on the First Friday of each month begins at 3:30 p.m. and break down must be completed by 8:30 p.m. Vendors that do not adhere to these time restrictions will not be invited to participate in future events.**
4. 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 Event Coordinator.
5. Vendors participating in the First Friday event must set up in the road no further than the designated parking spaces in front of the establishments. This allows room in the middle of the street in case an emergency vehicle is needed. **Vendors set up on Washington Street will be required to set up part on the sidewalk and part in the street (this will require adjustable tent legs).** Please mark on your application if you will not be able to be adhere to the Washington Street set-up requirements and prefer to be set up on another street.
6. 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.
7. Vendors shall refrain from disorderly conduct, antagonism, vocal and vitriolic criticism of other Vendors, the general public, or all employees and volunteers 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 Event 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.
8. Merchants with businesses within the First Friday area may bring merchandise out onto the street as an "extended storefront" at no charge. **Merchants are required to set up under a 10 x 10 canopy tent with corner weights.** Merchants must inform the event coordinator at least 10 days prior to the event date if they plan to set up an extended storefront. Merchants in the district who wish to display or sell merchandise **not** normally carried in their stores, conduct "trunk sales", or sell novelty items must complete an application for approval and pay the fees noted on the form.
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 will be providing a list of vendor names, email address, and physical address to the Comptroller's Office 10 days prior to the event.
12. Vendors must notify this office prior to **11am on day of event** if they are not able to attend the event as scheduled. **THERE ARE NO REFUNDS** if the vendor cancels or does not show for the scheduled event. The second cancellation or no show will result in the space being offered to another vendor and will not be invited to participate in future events.
13. The City reserves the right to change or amend these regulations at any time with notice provided to all participants.