



# 2023 May - October First Friday Vendor Application

**City of Havre de Grace**

**450 Pennington Avenue**

**Havre de Grace, MD 21078**

**410.939.2100**

**LauriO@havredegracemd.com**

Months (Check) **MAY** JUN JUL AUG SEP OCT (Request all that you want to attend)

Contact Name \_\_\_\_\_

Business Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Web Site \_\_\_\_\_

**FOOD VENDOR/TRUCK \$80.00** administration fee (submit a menu with application)

Trailers should be dropped - space is limited, we cannot accommodate pick-up trucks

**VENDOR \$50.00** administration fee per 10 x 10 space/per month

Type of business and items to be displayed and/or sold \_\_\_\_\_

**NON PROFIT \$20.00** administration fee 10 x 10 space/per month

Items for sale or services offered \_\_\_\_\_

*Checks payable to The City of Havre de Grace*

**Vendor has read and agrees to all guidelines for First Friday Event: X** \_\_\_\_\_

**Must sign or application will be denied.**

**FOR OFFICE USE ONLY**

Approved Date: \_\_\_\_\_

**AMOUNT RECEIVED**

Month	Cash	Check	Credit Card
May			
Jun			
Jul			
Aug			
Sep			
Oct			

## General Guidelines for Vendors

1. The City of Havre de Grace will provide approval on a first-come, first-served basis.
2. **All applications for First Friday (including payment of all fees) are due 10 days before the date of the event or your application will be void. \*Reminders will not be sent, your space will be reassigned if we do not receive payment.**
3. Acceptance and placement of all vendors in the event will be made by the City of Havre de Grace.
4. 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.
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 for the event held on the First Friday of each month begins at 3:30 p.m. and break down must be completed by 9:45 p.m. Vendors that do not adhere to these time restrictions will not be invited to participate in future events.**
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 Event Coordinator.
7. Vendors participating in the First Friday event may 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.
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 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.
10. Merchants with businesses within the First Friday area may bring merchandise out onto the street as an "extended storefront" at no charge. 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.
11. 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.
12. 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.
13. 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.
14. Vendors must notify this office prior to **2:00 pm** if they are not able to attend the event as scheduled. **THERE ARE NO REFUNDS** if the vendor cancels. The second cancellation will result in the space being offered to another vendor
15. The City reserves the right to change or amend these regulations at any time with notice provided to all participants.

**MERCHANDISE VENDORS** - are to use the Pennington Ave entrance only and proceed one way –No turn arounds.

**FOOD VENDORS** - should enter from St. John Street - Turn from Union to Congress and make a right onto St. John Street.