

ST. MARY'S RIVER WATERSHED ASSOCIATION
Contract For Vendors And Exhibitors

RiverFest Celebration
Saturday, September 29, 2007 Noon – 4:00 P.M
Setup time 10 A.M. – 11 A.M.

Vendor/Exhibitor Name _____

Contact Name _____

Phone Number _____

Address _____

Check one and list the food and beverage, retail, craft or items you wish to sell:

LARGE FOOD VENDOR \$200 _____

SMALL FOOD VENDOR \$100 _____

SNACK FOOD VENDOR \$50 _____

RETAIL VENDOR LARGE \$200 _____

RETAIL VENDOR SMALL \$50 _____

ARTS & CRAFTS VENDOR \$50 _____

NON-PROFIT VENDOR Free No fee for space - no for-profit sales allowed. (exhibitor's table/chair).

List the free information and services you will provide. _____

NON-PROFIT VENDOR \$15 To use an 8' table and one chair. No for-profit sales allowed.

List the free information and services you will provide. _____

Non-profits must be recognized 501(C) 3 by the Internal Revenue Services. A letter of determination must be supplied on request.

All fees and a Certificate of Insurance for food vendors are required in order to reserve a vendor space. Contract will not be accepted without payment by Sept. 22, 2007. Crafters and non-profits are not required to submit a Certificate of Insurance.

Vendor/Exhibitor Space Contract

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WE HEREBY CONTRACT FOR VENDOR OR EXHIBITOR SPACE IN ACCORDANCE WITH THIS CONTRACT AND WE AGREE TO COMPLY WITH SAID RULES AND REGULATIONS.

Total Amount Enclosed: \$_____

Check #_____ **Money Order** _____

Signature _____ **Date** _____

NAME_____

TITLE_____

ACKNOWLEDGED BY THE ST. MARY'S RIVER WATERSHED ASSOCIATION RIVERFEST COMMITTEE:

Elaine Szymkowiak _____ **Date** _____

Make Check Payable To: SMRWA

Mail completed contract and NON-REFUNDABLE payment to:

**SMRWA
PO Box 94
St. Mary's City, MD 20686**

VENDORS WILL RECEIVE A COPY OF THE SIGNED ACKNOWLEDGEMENT

For SMRWA Use Only

Date Received_____

Fee received_____

Location of Space_____

Rules and Regulations for Vendor, Crafter & Exhibitor Participation
September 29, 2007 (Rain or Shine)

- Acceptance for all vendors, crafters and exhibitors (referred to as vendors) will be at the discretion of the RiverFest Committee (referred to as The Committee).
- This contract is for space only for all vendors with the exception of large food vendors. Electricity is limited to large food vendors. The Committee will not supply extension cords, additional tables or other equipment, nor furnish manpower needed to place trailers and equipment. Fees apply for the use of additional tables and chairs.
- Placement for vendors is at the discretion of The Committee based on space availability and limitations. Once a space has been designated, vendor cannot move without permission of The Committee.
- It is the responsibility of each contracted vendor or exhibitor to clean up around the contracted space and area on a continual basis throughout the duration of the RiverFest Celebration. All trash and debris must be placed in the proper receptacles provided throughout the grounds.
- Vendors must arrive in time to set up their assigned area and be ready to start by 11:30 A.M. Set up time is 10:00 A.M. to 11:30 A.M on the day of the event. Vendors, crafters and exhibitors should arrive between 10:00 A.M. and 11:00 A.M. giving ample time to locate and set up their assigned area and be ready to start by 11:30 A.M.
- Vehicles must be unloaded and parked in an offsite location by 11:30 A.M. Free shuttle service will be provided to and from the parking area.
- Vendors and exhibitors must not leave before 4:00 P.M.

HOLD HARMLESS AGREEMENT

- The RiverFest Committee, St. Mary's River Watershed Association and/or Chesapeake Bay Field Lab shall not be responsible for any equipment left on the grounds; for lost, stolen or damaged goods; or for personal accidents or injuries. _____ ***Initial here.***
- All booths, equipment and supplies **MUST** be removed after closing by 4:30 P.M.
- Sharing, trading or selling a contracted space is strictly forbidden without prior written approval from The Committee.
- Selling or displaying items not on detailed list is in direct violation of this contract.
- **All FOOD PRICES MUST BE POSTED IN PLAIN VIEW!**
- You may sell only the foods listed on the contract.

Payment in full, signed Waiver Form, signed Contract and initialed Hold Harmless Agreement are required to reserve a space.

NON-COMPLIANCE OF THE RULES AS OUTLINED IN THIS CONTRACT OR IN WRITTEN NOTICES DISPLAYED ON SITE COULD RESULT IN REMOVAL OF VENDOR/EXHIBITOR WITH NO REFUND DUE.

I agree to abide by all RiverFest Celebration rules and regulations.

Signature

Date

Print Name