

ST. MARY'S COUNTY GOVERNMENT

**DEPARTMENT OF
RECREATION AND PARKS**

Arthur Shepherd, Director



COMMISSIONERS OF ST. MARY'S COUNTY

James R. Guy, President
Michael L. Hewitt, Commissioner
Tom Jarboe, Commissioner
Todd B. Morgan, Commissioner
John E. O'Connor, Commissioner

Dear Crafter/Vendor:

We would like to invite you to participate in our 35th Annual Easter Festival at the St. Mary's County Fairgrounds in Leonardtown, MD. The event will be held on Saturday March 24th, 2018 from 11:30 a.m.- 4:00 p.m. We are currently taking applications for merchandise and food vendors. Vendors are invited to participate in the day's festivities with \$50.00 fee to guarantee space at the festival to sell their goods.

Recreation and Parks will attempt to have no duplicate vendors. (i.e. one Mary Kay consultant, one Pampered chef etc) **Vendors returning from last year will be given priority but MUST return payment and application by Feb 23rd to guarantee their space.** After this time vendor spots will be open to all and filled on a first come first serve basis.

It is understood that in case of rain, all outdoor vendor activities/vendor tents will be moved indoors or cancelled, at which point a 50% refund of \$25.00 will be given to the vendor. You will be responsible for set up, staffing and take down of your own space but we provide a table and two chairs on a first come, first serve basis.

Space for this year's festival will be limited so please know that we will work to the best of our ability to accommodate everyone in the space reserved for vendors, but we may have to adjust to make things work best. We appreciate your understanding and patience.

All groups and organizations conducting the sale of food and beverage must comply with all pertinent local and state Health Department regulations and **MUST provide Recreation & Parks with a copy of the Health Department certification along with the user agreement.** It is understood that vendors that do not have a copy of the permit will be asked to leave the event. Vendors can contact the St. Mary's County Health Department at 301-475-4389 for more information on obtaining the proper permits.

If you have any questions, please call 301-475-4200 ext. *1802 or email Christina.bishop@stmarysmd.com.

Thank you, in advance, for considering our 2018 Easter Festival as a showcase for your merchandise. We greatly appreciate your participation and look forward to hearing from you soon.

Sincerely,

Christina Bishop
Event Coordinator



Letter of Agreement

This letter serves as an agreement by and between St. Mary's County Recreation and Parks, (SMCRP) and _____. The purpose of this agreement is to outline the parameters for the above mentioned to set up a vendor booth at a Recreation and Parks special event.

- The Easter Festival will be held on Saturday, **March 24, 2018** from 11:30 am to 4:00 pm at the St. Mary's Fairgrounds in Leonardtown Maryland. It is further understood that _____ can begin setting up the vendor booth at 8:00 am and **must be completely set up no later than 10:30 am.**
- It is understood that the vendor is to remain open for business until 4:00 pm. At that time, break down may begin.
- SMCRP agrees to secure all designated sites needed to offer the program. It is understood that SMCRP can only provide (1) folding table (if needed on a first come first serve basis). All other materials needed are the responsibility of the vendor; including electricity.
- It is agreed by both parties that all facility issues should be handled by SMCRP.
- **The vendor agrees to sell only the products designated in this agreement, in this case _____.** **If for some reason the vendor will be selling other items it must first be agreed upon by SMCRP.**
- It is understood that the vendor will be responsible for paying to Recreation and Parks a flat fee of \$50.00 for the use of the space and opportunity. It is understood that in case of rain, all vendor activities will be cancelled if they cannot be moved indoors, at which point a 50% refund of \$25.00 will be given to the vendor.

This fee should be mailed to the address below with the original signed copy of this agreement and the signed Liability Waiver on the reverse side. Payment and paperwork must be submitted no later than March 2, 2018 to guarantee space.

Recreation and Parks
Attn: Easter Festival
P.O. Box 653
Leonardtown, MD 20650

- Groups and organizations conducting the sale of food and beverage must comply with all pertinent local and state Health Department regulations and **MUST provide the Department with a copy of the Health Department certification at the time of the event and/or submitted with this agreement.** It is understood that vendors that do not submit the permit will be asked to leave the event.
- Groups or organizations conducting the sales of merchandise must comply with all pertinent local, state, and federal laws pertaining to sales tax and reporting of income.

Vendor Signature

Date

Vendor Contact information

Business Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-Mail: _____

Do you need electricity? _____ Yes _____ No

Where would you prefer to be located? _____ Inside _____ Outside

ST. MARY'S COUNTY RECREATION AND PARKS**LIABILITY WAIVER**

User knows, understands and acknowledges the risks and hazards associated with using the property and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the local government or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the user as a result of using the property and hereby irrevocably releases and discharges the local government and any of its officials, employees or agents from any and all claims arising out of or associated with the use of the property.

PROPERTY DAMAGE

User shall pay the local government for any and all physical loss or damage to the property (including the cost to repair or replace the property) caused by, arising out of, relating to or associated with the use of the property by the user or by the user's members, employees, agents or invitees.

(SIGNATURE)_____
(DATE)