

CENTREVILLE DAY VENDOR/EXHIBITOR FORM
Saturday, October 29, 2016 11 a.m. – 3 p.m. (Rain date: October 30)
Location: Lawyers Row and Court House Green

Rules and Regulations for Vendors, Exhibitors, Non-profit and Civic Organizations

1. Participants will be assigned one 10' x 10' space approximately 100 square feet. If you require more space you may purchase more than one 10' x 10' space. Space locations are assigned at the discretion of the Centreville Day Committee. Specific location assignments will not be available before October 26, 2016. Note: We realize that we are in a presidential election cycle, however, event tabling space is limited. Individual political parties can register for placement, but preference will be given to businesses, and community agencies and organizations. The committee will consider the order in which the applications were received, special needs requests, utility service requirements and general event composition when completing space assignments.
2. The Centreville Day Steering Committee will sponsor a "Best Fall Booth Decorating Contest." Decorate your booth to compete for cash prizes. Judging will be completed by 2:30 p.m. Prizes will be awarded at 3 p.m.
3. Tables and chairs are the sole responsibility of the participant. Vendors placed on the Court House lawn cannot set up anything which requires staking into the ground, including tents and signs. Canopy/tents will be allowed on the lawn as long as they are not staked into the ground.
4. Vendor space assignments will be provided by email. Set up information will include unloading zones on either Broadway or Liberty Street. Set up time is from 8 to 10 a.m. All vendors will be directed to off-site parking sites available for the event. Only food or farmers market vendor vehicles will be permitted on Lawyers Row from 8-10 a.m. for unloading. At 10 a.m. Lawyers Row will be closed to traffic.
5. Participants are responsible for delivery, erection and removal of their booths. Participant booths must not interfere with adjacent exhibits.
6. Insurance for booths and crafts in the participant's sole responsibility.
7. Maryland sales tax is 6%. All vendors selling at the event are responsible for collecting and reporting sales tax to the Maryland Comptrollers Office. If you do not have a permanent Maryland Sales tax number, you may call 410-767-1543 to obtain a temporary one.
8. **All food vendors must submit an application for a permit to operate a Special Class II Food Service Facility to the Queen Anne's County Health Department 2 weeks prior to the event (deadline Friday, October 14, 2016).** There is no charge for non-profit groups or facilities licensed in Queen Anne's County. All others must pay a \$15 application fee (to Health Department). Confirmation of permit application will be necessary in order to be assigned a food booth for the event.
9. If a potential safety hazard arises during the operation of the event, the Town of Centreville reserves the right to cancel the event at its discretion, and all booths must close down.
10. If a vendor/exhibitor withdraws from the event after October 24th a refund for the vendor fee will not be issued. Any request for withdrawal must be in writing and submitted to Centreville Day Committee, c/o Town of Centreville, 101 Lawyers Row, Centreville, MD 21617 or mainstreet@townofcentreville.org.

It is agreed and understood that all vendors/exhibitors will indemnify the Town of Centreville and the Centreville Day Committee and/or their assigns and hold them harmless from and against any and all claims, damages, actions, liability and expenses on connection with loss of life, personal injury, and or damage to property arising from or out a vendor/exhibitor participation in the Centreville Day festivities whether incurred wholly or in part by any act of a vendor/exhibitor, its agents, contractors, or employees.

For more information or further assistance contact Carol D'Agostino, Main Street manager, at (410) 758-1180, ext. 17 or mainstreet@townofcentreville.org.

2016 Centreville Day General Vendor/Exhibitor Application

Business/Non-Profit/Civic Organization Information

Individual/Business/Organization Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

MD Sales Tax# _____ Tax Exempt # _____

____ I will participate by reserving a 10x10 space for the following fee:

\$35 For Profit/Business/Food Vendor \$15 Non-Profit/Civic Group

I will set up a tent/canopy ____ No. ____ Yes. If yes, what size? _____

Identify the type of booth you will provide: __ Food __ Craft __ Fundraiser

__ Community Service/Public Information __ Business Promotion

__ Activity _____ Other _____

Describe the activity or products you intend to sell and/or the public service you are promoting. _____

Please list any special needs _____

Do you wish to be placed in the Kids Zone? ____ Yes. ____ No.

Please note: Kids Zone placement preference will be given to individuals, groups, and businesses doing activities. Food vendors are placed on Lawyers Row.

Contact Information

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

There is limited availability for electricity. Please contact Carol D'Agostino at Centreville Town Hall for more information. (410) 758-1180 ext. 17 or mainstreet@townofcentreville.org

Return form with payment to: Centreville Day Committee
c/o Town of Centreville
101 Lawyers Row
Centreville, MD 21617

Checks payable to: **Town of Centreville.** Write "**Centreville Day**" in memo area.

Application and payment deadline: Friday, October 21, 2016

By signing this application, I agree to comply with the rules and regulations for this event listed on the back.

Signature _____ Date _____