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| **Vendor Application for 12/14/2024: 2pm-5pm**  *Application Due by Nov. 30th, 2024*  *Payment Due by Dec. 6th, 2024* |

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| Business Name |  |  |
| Contact Name |  |  |
| Street Address |  |  |
| City, State, Zip |  |  |
| Work Phone |  |  |
| Cell or Home Phone |  |  |
| Email Address |  |  |

**Vendor Type** *(Please Select One):* **Retail Non-Profit Food**

**Description of Food or Product**

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**Business Website/Other Media Address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Retail Booth Space** **($20)** One 10ft. x 10ft. space allotted per retailer.

Need a double space? Please email [ahennessy@perryvillemd.org](mailto:ahennessy@perryvillemd.org) to see if spacing is available before you submit your application. \*Not a guaranteed offer. \*

**Food Truck Space ($25)** (Trucks/Trailers must provide own power source)

Additional Information

* Event is located at Lower Ferry Park, 104 Roundhouse Drive, Perryville MD 21903
* Please return signed application to the Town of Perryville, 515 Broad Street, Perryville, MD 21903, Attn: Ashley Hennessy, Event Coordinator
* Retail Booth Space is 10ft X 10ft. maximum. Food Truck Space 20ft. X 20ft. maximum
* Vendor Space is LIMITED
* NO REFUNDS for Inclement Weather or Absence
* If paying by check, please make checks payable to the Town of Perryville with “Christmas in the Park” in the memo line.
* Online Payment: <https://trx.npspos.com/payapp/public/ECSale.html?siteId=17638&deptId=17638&urlKey=484a916db72d81082a1c280e7905c20f9678f367>

Rules and Regulations

* All vendors must be set up at their booths and parked by 1:45pm. Please arrive no later than 1pm to set it up. You can arrive starting at 11:30am. Please let Ashley know if you need more time. Come early to park your car before foot traffic starts! Breakdown after 5pm. Vendors must remove all their equipment from the park grounds on the same day the event ends.
* Please bring stakes or weights for your tent.
* It is recommended that retail vendors bring battery operated lights for their tent as there is limited lighting at the park.
* The Vendor is required to comply with all applicable local, state, and federal laws and/or permitting requirements at all times.
* Vendors are required to bring their own equipment to the event. No additional equipment will be provided by the Town of Perryville.
* Vendor is solely responsible for any injury to persons or property caused by Vendor’s equipment.
* Vendor space must be kept neat, clean, and orderly. Trash cans provided.
* It is the Vendor’s responsibility to collect and remit to the State applicable sales tax.
* FOOD TRUCK Vendor only is required to maintain an insurance policy covering both general liability and product liability with a minimum of $1,000,000 in coverage. The insurance policy must name the Town as an additional insured. A Certificate of Insurance shall be included with the application. The Town does not provide any insurance coverage for Vendor.
* **RESTRICTED ITEMS:** stolen goods, dangerous/illegal goods, expired merchandise, live animals, used electrical appliances, large lawn equipment.

**LIABILITY WAIVER**

By submitting this application, the applicant agrees to comply with the Town of Perryville Rules and Regulations. Noncompliance will result in removal from the event with no refund. The person submitting this application further certifies that they are the responsible party referred to in the Rules and that they are authorized to 1) execute on behalf of the group, and 2) accept legal process on behalf of the group.

The applicant acknowledges that the Town of Perryville, its officers, agents, employees, and volunteers are not responsible for damage, loss, or theft of goods brought into the event space.

**Important Notes**

**You are responsible for collecting and submitting the 6% Maryland Sales Tax. Valid trader license should be present were applicable.**

This year’s event is December 14th, 2PM-5PM. Again, there will NOT be a rain date. One to two weeks prior to the event you will receive an email with your spot placement. Payment secures your spot. No payment, no spot.

**APPLICATION DUE BY Nov. 30th, 2024**

**PAYMENT DUE BY Dec. 6th, 2024**

**Email** [**ahennessy@perryvillemd.org**](mailto:ahennessy@perryvillemd.org) **or Mail To:**

**Town of Perryville**

**PO Box 773**

**Perryville, MD 21903**

**Agreement and Signature**

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that any false statement, omission, or other material misrepresentation made by me on this application may result in the rejection of my application or my immediate removal from the event without refund of any fee paid.

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| --- | --- |
| Name (Printed) |  |
| Signature |  |
| Date |  |