



Mailing address: P.O. Box 372, Crownsville, MD 21032
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Email: info@aacountyfair.org - vendors@aacountyfair.org - www.aacountyfair.org

FAIR WEEK VENDOR SPACE APPLICATION AND CONTRACT
September 13-17, 2023

By submitting a signed copy of this Application and Contract, we request space in the Anne Arundel County Fair. We agree to pay the Fair the total cost for space requested which is to accompany this contract. No refunds after September 4th, 2023. CONTRACT WITH COMPLETE PAYMENT AND CERTIFICATE OF LIABILITY INSURANCE AS STATED BELOW BY SEPTEMBER 8th, 2023 WILL BE PLACED ON THE MAP.

**** A Certificate of Liability Insurance from an insurer approved by the Fair MUST BE SUBMITTED WITH THIS CONTRACT. It must have (Anne Arundel County Fair, Inc. and Board of Directors named as co-insured and/or additional insured) in the Box of Certificate of Holder. The Vendor will maintain liability insurance with minimum coverage for one million dollars (\$1,000,000.00), including Body Injury and Property Damages. Insurance must cover - SET UP DAY, DAYS OF EVENT, and DAY AFTER (breakdown or cleanup day). An approved Certificate of Liability insurance with the above stated requirements by September 1st of the current year. NO EXCEPTION****

I agree to comply with all instructions and Rules and Regulations stated on the reverse side of this contract upon submitting this contract.

Enclosed are two copies of this Application & Contract. SIGNATURE REQUIRE BOTH SIDES OF THE WHITE COPY and return to us, retaining the yellow copy with the rules and regulations for your records. You will receive notification ONLY if your application is not accepted. Please have your entire staff read the rules.

Non-Profit with proof of a 501c3 gets 50% OFF space rental

SPECIAL SITUATION:
FOOD SPACE w/one (1) 120 volts, 20-amp double outlet (CHECK ONE)
10'x10' (\$450) 20'x10' (\$650) 30'x10' (\$750) 40'x10' (\$850) Additional 5' (\$100)
FOOD VENDOR DEPOSIT (refundable after space inspection and cleanup has been approved) \$250
INDOOR COMMERCIAL BUILDING SPACE 10'x10' w/one (1) 120Volt 20-amp outlet \$250 each
OUTDOOR COMMERCIAL SPACE (merchandise only) w/one (1) 120 Volt 20-amp double outlets (cheek one)
10'x10' (\$350) 20'x10' (\$500) 30'x10' (\$650) 40'x10' (\$800) Additional 5' \$75
ADDITIONAL ELECTRIC NOTE: Each vendor space includes one (1) 120 Volt 20-amp double electric outlets.
120 Volt 20-amp double outlets (each) \$135.00
220Volt 3 phase hookup (each) \$160.00
INSURANCE COVERAGE A MUST, (User policy) as per requirements above @ \$120.00.
ADDITIONAL VENDOR ADMISSION WRISTBANDS @ \$7.00 each per person must be purchased by Wednesday of the fair, by 2pm. (2 Vendor Lanyards with Barcodes are included, and every \$100 of space rental includes 2 barcodes)

VENDOR INFORMATION: (Must be completed)
Add 6% of SUB-TOTAL for processing for charge card payment:
SUB-TOTAL
TOTAL AMOUNT DUE WITH THIS CONTRACT

(YES/NO) Do you have a trailer? Feet Inches (Trailer Size) include tongue.
There must be No Overhangs over on the pavement of the midway, to prevent any damages to any one's property.
(YES/NO) Are you having a raffle or a drawing or a giveaway? (SEE #19 Rules & Regulations)

IMPORTANT: List items of products or services to be displayed or sold on a separate piece of paper attach to the contract. Food booths must list specific food(s) on their menus for approval on a separate piece of paper attach to the contract, as some types of foods sold will be limited. No vendor will have exclusive rights on any product or services offered.

This MUST be completed on your contract or it will be rejected, if you need additional space, attach a separate piece of paper to the contract.

ACCEPTANCE OF TERMS: I, the authorized representative of the undersigned company, on behalf of said company, subscribe and agree to all the terms, conditions and authorizations contained in the APPLICATION AND CONTRACT for Vendor space and attach on the back Rules and Regulations governing this concession. Please print all information below.

Company Name: Representative:
Street Address:
City: State: Zip:
Day Phone: Evening Phone:
Email: Web page:
Maryland State Sales Tax #

Signature of company owner or agent: Date signed: / /

VENDOR MEETING NOTICE: To help ensure a better working relationship between the Anne Arundel County Fair and its vendors, there will be two (2) Advance Vendor Meetings. July 27, 2023, August 24, 2023. All are at 7:30PM at the fairground's Office and on Zoom. The meetings are to discuss rules and regulations and to answer any questions you may have. You MUST attend at least one meeting and/or send a representative from your company unless approve by Vendor Manager. Fairground Address: Anne Arundel County Fairgrounds, 1450 Generals Hwy, Rt. 178, Crownsville, Md. 21032. Please mark your calendar to attend. Thank you!

Please charge my account the above total amount including a 6% processing fee. We accept Visa, Master Card, American Express and Discover
Credit Card # Signature Panel Code: Exp. Date: / /
Card Holder Signature: Date Signed: / /

KEEP THE YELLOW COPY OF THIS CONTRACT FOR YOUR RECORDS!
SIGN BOTH SIDES OF THE WHITE COPY AND RETURN TO FAIR OFFICE WITH PAYMENT

Office (circle one) CASH CHECK CHARGE MONEY ORDER
Use Only
AMOUNT \$ CHECK/MONEY ORDER/CHARGE #
ACCEPTED BY DATE:

Anne Arundel County Fair, Inc.
September 13–17, 2023
RULES, REGULATIONS & OTHER INFORMATION GOVERNING THE VENDOR

1. The **VENDOR** agrees to abide by all rules and regulations of the Anne Arundel County Fair, Inc. The disregard of any Rule or Regulation or order issued to vendor or concessionaire forfeits all contracts and rights without recourse and **IMMEDIATE REMOVAL** from the fairgrounds.
2. **MERCHANDISE & FOOD DELIVERIES** – Please note the set-up times when arranging for deliveries. Delivery vehicles must be moved to the parking area by the stated times in #14 below.
3. **FREE HANDOUTS:** Handouts, brochures, flyers, etc. **MUST** be distributed from the **VENDORS BOOTH ONLY**, not from any midway/isle/walkway or sidewalk. **You are responsible to make sure each person on your staff is aware of this policy.**
4. **ELECTRICAL:** The Fair electrician will have full supervision and authority over all wiring used. The Anne Arundel County Fair, Inc. will provide the general lighting of the grounds. All Vendors **MUST USE THE POWER SUPPLIED BY THE FAIR**. No generators or other independent power source will be allowed. **NO ICE MACHINE, ELECTRIC FRYERS OR AIR CONDITIONING UNITS TO BE USED. NOTE: Electric will be disconnected from your vendor space on the Monday after the Fair at 12:00 noon.**
5. **TEMPORARY BUILDINGS, TENTS, TRAILERS, CANOPIES** and other enclosures must have the prior approval of the Fair. Enclosures must fit within the leased space and are not to hang over the sidewalk, midway or walkways. This includes overhangs, shelves, chairs, canopies, doors, tent stakes, hitches, etc.! **NO EXCEPTION!** **NOTE: ALL CANOPIES MUST BE “NFPA 701” FIRE CODE APPROVED! Each vendor space is to have a fire extinguisher that has a 2-a: 10-B: C or higher rating.** All tent/canopy and stakes must be within your rented vendor space and must be removed by 6PM the first Monday after the Fair is over. Please notify your tent rental company of this policy. Call 410- 923-3400 or email info@aacountyfair.org for more information.
6. **NO SUBLEASING:** This contract cannot be reassigned. Subleasing (2 Vendor in 1 Space Rental) all or part of the space is not permitted.
7. **VENDOR AGREES** to hold the Fair harmless from any and all liability arising out of the vendor’s occupancy of the fairgrounds. The Anne Arundel County Fair, Inc. cannot accept responsibility for damage or injury to persons or property, including exhibits, during the Fair.
8. **SECURITY** will be provided 24 hours per day during the Fair, though security is provided, the Anne Arundel County Fair, Inc. will not be held responsible for any loss or damage to your exhibit.
9. ****FOOD BOOTHS** are required to display the following: 1) **Health Certificate**, 2) **Fire Extinguishers** (2). It is your responsibility to apply for a health permit for Anne Arundel County prior to setting up your vendor space up. Health Department phone #410 222-7239. **The Health Department will inspect your booth. If large cookers or fryers are to be used, they MUST be gas and 6 feet from your tent per Fire Marshal, also Food Trucks must be inspected every year to operate at the County Fair.** Plastic bottles are encouraged. Propane tanks must be anchored and secured properly. **All grills must be 6ft from the front and sides of your vendor space unless approved by the Fire Marshal.** Grease and grease products must be removed from the fairgrounds. Do not dump grease or grease products in the portable toilets, dumpsters, trash cans, gray water barrels or on the grounds (See #21 below). There is a \$100.00 FINE for non-compliance! Gray water is to be disposed of in the “Gray Water” barrels supplied by the Fair. This does not include any food or trash. Please make sure you ask for one if you are a food vendor. Gray Water is any contaminated or soiled water in cleaning dishes and utensils. **Food vendors must follow all NFPA Fire Department requirements including a required “Type K” fire extinguisher***
10. **VENDOR TRASH** must be hauled to the dumpster each day or as needed. At the end of the Fair each night if you leave your trash in front of your space, we will come by to dispose of it for you with no extra charge. Please remember to keep your space clean at all times
11. **ONLY PRODUCTS/SERVICES** listed on the front of this contract or on a separate piece of paper and agreed to by the Fair may be sold or displayed. If you do not complete this part of the application, your contract will be returned to you nor can you add anything during the Fair.
12. **ALL VENDORS MUST** leave/vacate the fairgrounds one hour after closing however if you would like to stay overnight space available upon Fair Manager approval for \$25 a night with NO Electrical or Water Hookup.
13. **BOOTH SET-UP:** Unload your vehicle and promptly move it to the general parking area and then set up your vendor space.

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| BOOTH SET-UP IS ONLY DURING THE TIMES AND DATES LISTED BELOW – NO EXCEPTIONS! | | | |
| Sunday, Sept. 10 | 5:00PM -10:00PM | Thursday, Sept. 14 | 8:00AM – 9:00AM |
| Monday, Sept. 11 | 10:00AM-10:00PM | Friday, Sept. 15 | 2:00PM – 3:00PM |
| Tuesday, Sept. 12 | 9:00AM-10:00PM | Saturday, Sept. 16 | 6:00AM - 7:00AM |
| Wednesday, Sept.13 | 8:00AM – 2:00PM | Sunday, Sept. 17 | 6:00AM - 7:00AM |

14. **BOOTH CANNOT BE REMOVED** before **8:30PM** on **Sunday** at the end of the Fair unless other arrangements have been made. Noncompliance with this time will forfeit future contract with the fair in the future.
15. **VENDOR ADMISSION:** There is a \$6.00 daily admission charge. Wristbands are to be picked up at the fair office before opening day. Individuals who have not picked up their vendor tickets will be required to pay the general admission rate of \$10.00 at the gate. **NO REFUNDS** or resale of vendor tickets is permitted. Vendor Tickets **WILL NOT** go on sale after 5:00PM on Wednesday of the fair.
16. **THE FAIR RESERVES THE RIGHT** to limit the number of vendor daily tickets bought under the terms of this contract.
17. **FAIR HOURS:** The Fair opens to the general public during the following hours. **Your vendor booth MUST be staffed during those times.** If a vendor does not show up on the first day of the fair or other days after, they will forfeit their space. May not allow returning the following years, and No refunds. Personal emergencies will be considered on a case-by-case basis.

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| All vendors are required to be open during the following hours. | |
| <p style="text-align: center;">COMMERCIAL OUTDOOR AND FOOD VENDORS</p> <p style="text-align: center;">Wednesday, Sept. 13, Opening Day 5PM–10PM Thursday, Sept. 14, Senior Day 9AM-2PM, 5PM-10PM Friday, Sept. 15, 9AM-1PM Kids Day optional for food & outdoor vendors) 5PM-11PM Saturday, Sept. 16, 9AM-11PM Sunday, Sept. 17, 9AM-8PM</p> | <p style="text-align: center;">COMMERCIAL BUILDING HOURS</p> <p style="text-align: center;">Wednesday, Sept. 15, 5PM–9PM Thursday, Sept. 16, 9AM-2PM, 5PM-10PM Friday, Sept. 17, 5PM-11PM Saturday, Sept. 18, 9AM-11PM Sunday, Sept. 19, 9AM-8PM</p> |

18. **BREAKDOWN:** All Vendors and booths must be removed from the fairgrounds by **6PM** Monday after the Fair ends unless previous arrangements are made by Vendor Management. Please see to it that your area has been **PROPERLY CLEANED** with all trash taken to the dumpster. Vendors leaving an unclean vendor space may forfeit a contract for next year. There is a **\$275 storage** fee per day starting Monday at **midnight** – day after fair is over.
19. **DRAWING OR RAFFLES:** must be held no later than **4PM, Sunday**, the last day of the fair and held at the information booth in front of the Exhibit Building. Results are to be given to the Fair’s information booth by the above time and date. **All Drawings/Raffle must be approved by Vendor Manager.** Date and Time of drawing and what the customer/patron will win must be printed on a sign posted in the vendor space.
20. **FAIR RESERVES THE RIGHT TO RULE** on any question, which is not addressed in this contract without grief or recourse.
21. **FOOD VENDOR DEPOSIT:** The \$250.00 refundable deposit will be mailed out by 10 business days after the Fair is over, only if you space is clean of trash and grease. All or a portion of this deposit may be kept by the Fair if your space is left in an unsatisfactory condition. Vendor Manager will inspect your space and determine if your space is approved.

I have read and fully understand the above Rules and Regulations:

Vendor signature: _____ Date: _____