

Location: 4600 Blk of Ebenezer Rd. @ Perry Hall High School

Full payment Due with Application- (Payable to Perry Hall/White Marsh Business Assn-PHWMBBA)

Company Name: _____

Contact Person: _____

Address: _____

City, State, Zip _____

Best Phone: _____ Vehicle Tag# _____

Email: _____

Booth Space: 10'D x 20'L FEE: \$300-Multiple Items
Single Item Sales (excl. drinks) FEE: \$200 FEE \$ _____

1-15amp electrical Outlet included Electrical Outlet \$25 each _____

Additional Outlets #____ @ \$25 ea. **Late Fee \$25 after 6/1/18 _____**
TOTAL/Amount Enclosed \$ _____

Please check here if you DO NOT require access to the generator _____ **Paid with Paypal: CHECK HERE _____**

WHAT FOOD WILL YOU SERVE? Please send menu & price list

Fee is for space and access to one electrical outlet only. We do not supply tents, extension cords, or water access. Food vendors will be located near a covered dining tent. Event area is on a parking lot and is not necessarily level. Please note that Baltimore County requires permits for this event. It is your responsibility to obtain all necessary permits.

All types of vendors are encouraged to apply to participate in The Town Fair. We reserve the right to decline the application of a vendor for any reason. The Town Fair Committee will review your application. If payment is accepted you are confirmed as a participant. On or about June 15th, you will receive a vendor confirmation with all necessary information for the 2018 Town Fair. You are required to provide a copy of a "certificate of insurance" for liability coverage and must add the Perry Hall/White Marsh Business Association as an additional insured certificate holder for this event. Proof of insurance must be mailed to PO Box 117, White Marsh, MD 21162 or emailed to contact@thetownfair.net by June 15th. If your certificate of insurance is not received by June 15th, you will not be allowed to participate the day of the event. Food vendors must have and display required permits. If your application is not accepted, the check will be returned along with an explanation. Submission of your application acknowledges your acceptance and understanding of the requirements and restrictions for all vendors, as listed above as well as acknowledgement of additional requirements stated on page 2 of this application. The Town Fair will be held rain or shine, except in the case of extreme conditions. There is no rain date for this event at this time. Once your registration is accepted, there will be **NO REFUNDS**. Thank you.

To pay with credit card, use our paypal acct and online form at thetownfair.net

Your signature is required as the responsible party for this event.
 By signing you agree to the terms and conditions listed above and on the back of this form.

 Signature Date

Mail to: PHWMBBA-Town Fair, P.O. Box 117, White Marsh, MD 21162 contact@thetownfair.net

Vendor Conditions & Guidelines for Participating in the 22nd Annual Town Fair

The following are additional rules and restrictions to which you are subject as a vendor at this event. You will receive another copy of these guidelines with your Vendor Acceptance Notice.

- You are required to provide a copy of a “certificate of insurance” for liability coverage and must add the Perry Hall/White Marsh Business Association as additional insureds/certificate holders for this event. Generally, a call to your insurance company to add this information will not result in additional expense. Please have your insurance company mail the document to our P.O. Box 117, White Marsh, MD 21162, or email it to: contact@thetownfair.net . If this is not received before June 1st, you will not be allowed to participate the day of the event. Crafters may submit our insurance waiver/indemnity agreement. A link is found at the bottom of the website VENDOR page. Food vendors must obtain and display required permits. This includes necessary 1-day event permits issued by the Baltimore County Health Dept. for food vendors or edible samples. Baltimore County requirements can be found [HERE](#). If you have questions, concerns or problems fulfilling this requirement, please contact Lynn Richardson at 410-493-4984 or email contact@thetownfair.net

- Fair hours are 10am - 3pm on the 4600 block of Ebenezer Road in Nottingham, MD 21236. Vehicles WILL NOT be allowed back onto the fair area until 3PM-no exceptions.

- Booth area is space only. Tents, tables and chairs are not provided. We recommend Party Party at (410) 893-3321 for assistance with equipment rentals. A tent is highly recommended as vendor area is on an open lot and temperatures/sun exposure can be extreme. Vendor spaces are on a paved street and are unlikely to be completely level. A limited number of booths have access to electricity for an additional \$25 fee. Vendors shall bring appropriate materials to secure tents in case of windy conditions (i.e, weights, bricks, sand buckets).

- Vendors will be allowed entrance into the fair area beginning at 7AM on the day of the event. Set-up must be completed by 9:30am. Vendors will be directed to their spaces by event staff, and are expected to unload their equipment and materials and IMMEDIATELY remove their vehicle from the area. A vendor captain will be on hand to supervise your space while you park your vehicle. Vendors will be directed to a designated parking area nearby .

- Security: Baltimore County Police will be present on the Fair Grounds throughout the day, but no additional security personnel is provided.

- **ONLY ONE EXHIBITOR PER SPACE IS ALLOWED.** No “sharing” of booths is permitted. Vendors may not move their assigned locations unless directed to do so by event staff. Anyone doing this will immediately lose the privilege of remaining at the Fair as a vendor. ANY vendor who leaves before 3PM will likely be banned from future fairs.

- **Materials cannot be distributed outside of your assigned booth space.**
Political candidates and their representatives/volunteers must hand out materials from INSIDE their booth space. Please do not have volunteers impeding the walkway area on the street.

- Distribution of food or drink items, other than by food vendors is not allowed.

Violations of any of these rules will result in revocation of vendor privileges and you will be asked to leave the grounds. You are responsible for the clean-up of your space. A dumpster is available near the school, on the west side near the food vendors-- for your convenience. Vendors who leave debris or trash behind will be billed \$100.00 and may be prohibited from future participation.

Please initial here that you have read and understand the guidelines and conditions presented here on page 2. Please retain a copy for yourself, but INCLUDE this page with your application _____