

# Laurel's 32<sup>nd</sup> Annual Main Street Festival - Vendor Application

Saturday, May 12, 2012, 9:00 am - 4:00 pm

Sponsored by: Laurel Board of Trade, 342 Main Street, Laurel, MD 20707

Please Type or Print Clearly

|                           |  |                                    |
|---------------------------|--|------------------------------------|
| Organization/<br>Business |  | Date Received:                     |
| Contact Person            |  | Date Approved:                     |
| Address                   |  | Last years space #<br><br># Years? |
| City / State/ Zip         |  |                                    |
| Primary Phone             |  |                                    |
| Email                     |  |                                    |

| Category                      | Type of Fuel | Menu Items                         | # Spaces | Fee / 10x10 | Total |
|-------------------------------|--------------|------------------------------------|----------|-------------|-------|
| Food Vendor - Maryland        |              | List all menu items etc. on page 2 |          | \$275       |       |
| Food Vendor - Out of State    |              |                                    |          | \$425       |       |
| Drink/Ice Cream/Pop Corn, etc |              |                                    |          | \$250       |       |

| Category  | Merchandise, Handouts, etc. | # Spaces | Fee / 10x10    | Total |
|---|-----------------------------|----------|----------------|-------|
| General Sales / Commercial  | (List items on page 2)      | _____    | \$400          | _____ |
| General Sales are Tee Shirts, Clothes, Sunglasses, and manufactured products. Products that are NOT "HANDMADE" then shipped to the vendors for resale are considered General Sales. NOVELTIES ARE NOT ACCEPTED!   |                             |          |                |       |
| Arts & Crafts   | (List items on page 2)      | _____    | \$100          | _____ |
| Arts & crafts MUST BE handmade / assembled by the vendor. First time vendors must provide samples or pictures of items to be sold.  |                             |          |                |       |
| Franchise Vendors   | (List items on page 2)      | _____    | \$175          | _____ |
| Ex: Mary Kay, Avon, Arbonne, Pampered Chef, Tupperware, Tastefully Simple, etc.   |                             |          |                |       |
| Non-Profit Groups   | (List items on page 2)      | _____    | \$85 / \$250   | _____ |
| Civic, Religious/Church, Schools, Service Groups – If selling food, must pay first space of \$250. The same as a Maryland Food Vendor.<br>Must Provide a NON-Profit tax number: _____   |                             |          |                |       |
| Hand-outs Only  | (List items on page 2)      | _____    | \$175          | _____ |
| Raffles, government flyers, commercial businesses - All must be pre-approved  |                             |          |                |       |
| Late Fee  |                             | _____    | \$50           | _____ |
| Food Vendors Deadline March 15 <sup>th</sup> - Late fee is \$50 - - NO EXCEPTIONS<br>All other vendors: Deadline March 30 <sup>th</sup> , - Late fee is \$50 - - NO EXCEPTIONS<br>Late applications received without the late fee will NOT be accepted. |                             |          |                |       |
| Applications are NOT accepted without Payment -<br>Make checks payable to "Laurel Board of Trade" and mail both to:<br>Laurel Board of Trade, 342 Main Street, Laurel, MD 20707   |                             |          | Total Amt Paid |       |

**List All Food items, merchandise, and items to be sold or handed out.**

List all merchandise/services whether it is to be sold or given away. It helps us ensure that similar vendors are spread throughout the festival area and not located right next to each other. If left blank application will be denied.

**Comments / Special Requests**

All fees are based on ONE 10' x 10' space only. If you need a space larger than 10' x 10' you must purchase additional space to accommodate your needs.

**The Main Street Festival is a Rain or Shine event! No Refunds will be given!**

**The cut off date for RECEIVING the application is:**

**For Food Vendors: March 15<sup>th</sup>, 2012 (regardless of postmark)**

**Any vendors selling food or face painting MUST provide Certificate of Indemnity Insurance.**

**All other vendors: Applications RECEIVED after March 30<sup>th</sup>, 2012 without the late fee will be returned.**

**NO Novelties!**

**If this is your first time with the Main Street Festival you must provide pictures/images or samples of your merchandise.**

**Health Department permits for food/food product booths are the responsibility of the vendor. A list of all the food vendors is shared with the Prince Georges's County Health Dept. If you have any questions contact the Prince George's County Health Department directly. (PG Health Dept: 301-883-7690)**

**Vendors are responsible for collecting and reporting Maryland Sales Tax. Tax numbers are the responsibility of the vendor - a list of all vendors is shared with the State of Maryland. Maryland sales tax is 6%.**

**Neither the Main Street Festival Committee nor the Laurel Board of Trade is responsible for damage, loss or theft of items.**

**The Main Street Festival Committee/Laurel Board of Trade reserves the right to select vendors whom in our opinion embrace the area wide community festival spirit. We also reserve the right to lift a vendor's permit for any actions contrary to the spirit of the festival at any time before or during the festival. In such a case neither the Main Street Festival Committee nor the Laurel Board of Trade will be responsible for any loss of revenue or fees. Decisions made by the Main Street Festival Committee/Laurel Board of Trade regarding participation are final**

**Returned checks will incur a \$35 processing fee. Vendor must then pay via a money order or cash.**

**Any questions should be directed to the Laurel Board of Trade business office between the hours of 10:00 am & 2:00 pm, Monday - Friday. 301-483-0838. Send application AND checks to: Laurel Board of Trade, 342 Main Street, Laurel, MD 20707**

**I have reviewed all the rules and regulations. I understand and agree to abide by all the requirements. I also understand that failure to do so may result in the closing of my booth at the Laurel Main Street Festival and may prevent my participation in other events sponsored by the Laurel Board of Trade.**

\_\_\_\_\_  
**Authorized Signer**

\_\_\_\_\_  
**Date**

