

Town of Port Deposit

64 S. Main Street
Port Deposit, MD 21904
410.378.2121

ARTS/CRAFT/SMALL BUSINESS VENDORS/EXHIBITORS APPLICATION

PORT DEPOSIT PIRATE TAKEOVER EVENT

Marina Park, 160 S. Main Street - September 16 - 17, 2023

Business Name: _____

MD Sales Tax ID: _____

Address: _____
City State Zip

Phone: _____

Website: _____

Facebook: _____

Applicant Name: _____

Do you own this business? ___yes ___no

Address: _____
City State Zip

Mobile Phone: _____

Email: _____

Business Owner Name (if not the applicant): _____

Address: _____
City State Zip

Mobile Phone: _____

Email: _____

Describe specifically what you will be vending/exhibiting: _____

How many 10x10 spaces (\$25.00 per space) do you need? _____

Do you have any special location requirements or requests? (i.e. location near a partnering vendor, etc.): _____

We will do our best to accommodate your request. Requests made after the application deadline date will not be considered, and changes cannot be made.

DEADLINE for vendor/exhibitor applications is Monday, August 28, 2023. \$25.00 fee (cash or check) is due with your application. Checks are to be made payable to the “Town of Port Deposit” and can be mailed or dropped off to Vicky Rinkerman at Town Hall, 64 South Main Street, Port Deposit, MD. 21904. Applications received after this date will not be accepted.

Inquiries before and after application submission can be emailed to Kat Koenig, Kat@CommunityConnecting.Us.

VENDORS/EXHIBITORS HANDING OUT FOOD, ETC.: If you are handing out food/edible samples and/or handling refrigerated food items of any kind, you will need a Temporary Food Service Facility License from Cecil County Health Department. This form can be found at <https://cecilcountyhealth.org/services/environmental-health-services/food-safety>. This must be acquired prior to the event and a copy provided to the Town.

CERTIFICATE OF INSURANCE: Vendor/exhibitor is required to provide the Town a Certificate of Insurance. If you do not have a liability policy, the business owner/applicant must sign an Insurance Waiver form provided by the Town prior to the event.

VENDOR/EXHIBITOR TERMS AND CONDITIONS 2023:

1. Arts/Craft/Small Business vendor/exhibitor fee is \$25 per 10x10 space. All vendor/exhibitor spaces are 10x10. You are welcome to purchase an additional space if required.
2. Event Date: Saturday, September 16 – Sunday, September 17, 2023.
 - Set up can occur Friday, September 15 from 5:00 p.m. to dusk
 - Saturday, September 16 – 10:00 a.m. – 4:00 p.m. – Set-up time is 7:00 a.m. to 9:00 a.m. If you set up Saturday morning, you must be unloaded and vehicle removed from the event area by 9:00 a.m....no exceptions!! We have limited space for vehicles and ask that you unload as quickly as possible.
 - Sunday, September 17 – 10:00 a.m. to 4:00 p.m. – **Tear down may not begin until 4:00 p.m.**
3. Event Location: Marina Park, 160 S. Main Street, Port Deposit, MD 21904.
4. This is a rain or shine event. No refunds will be given due to weather.
5. Vendors/exhibitors must provide their own tent, tables, chairs, & cloths. Please make sure everything is safely secured in case of inclement weather. Weights must be supplied for tents. No electric service is available.
6. Vendor/exhibitor is responsible for their own display, setup and equipment at all times. Marina Park is not a secured area. Vendor/exhibitor is responsible for the security of their display, and all equipment, products, materials, etc. in the display. The Town of Port Deposit shall in no manner be responsible for these items.
7. At least one representative must be present at your booth for the entire event.
8. The event coordinators shall assign the vendor/exhibitor area. When you arrive, please check in with one of the “pirate” reenactors or an event coordinator for your location.

VENDOR/EXHIBITOR AGREEMENT:

I, the undersigned agree to assume the risk of loss to any property of myself and my staff, whether from breakage, damage, inclement weather, loss, theft, and disappearance of any other cause, for the duration of the event, including set up & closing.

I further agree to indemnify, defend and hold harmless, the Town of Port Deposit and all of its volunteers and staff from any and all fines or charges for violations of applicable law, claims, actions, damages, liability and expense, including attorney's fees, arising from the event, including but not limited to loss of life, bodily injury, including bodily injury sustained by me or anyone that works with me at the event, property damage, including damage to property of mine, all economic and non-economic loss or damages, that may be incurred during the event and/or on the Marina Park property arising from my negligence in the performance of or failure to perform my responsibilities, or which, with respect to holding the Town harmless for bodily injury or property damage sustained by me, may be caused in whole or in part by the acts or omissions of other vendors/exhibitors or attendees at the event, or by any condition of Marina Park, which I agree to accept "as is."

By checking this box, I agree to and accept the terms and conditions for Town of Port Deposit Pirate Takeover Event from September 16 to 17, 2023.

Signed: _____

Date: _____

Print Name: _____

FOR TOWN USE ONLY

Date Application Received: _____

Fee received: _____

Certificate of Insurance Received: ____yes ____no

Insurance Waiver Received: ____yes ____no

Notes: _____