

Summer Kickoff Vendor 2024

Fort Ritchie on Castle Drive, Cascade, MD

June 22, 2024

Set up starts at 11:30 a.m. Event starts at **1:00 p.m. to 10:00 p.m.** Rain or shine

VENDOR APPLICATION

Please note: Vendor acceptance is competitive due to limited space. Each application will be reviewed, and you will be notified well in advance of the start of the market if accepted.

Name: _____

Business Name: _____

Physical Address: _____

Mailing Address (If Different): _____

City/State/ Zip: _____

Telephone: () -

Email: _____

Social Media Accounts: _____

List **ALL** Items and/or Products you will sell:

Fee \$150.00 (if space is available)

Do not mail check in until you have been accepted.

Once accepted, mail check payable to Ritchie Revival, due by: JUNE 10th

(If your fee is not paid in full by June 10th your spot will not be held and you will not be allowed to set up at the event)

Signature:

Date:

Your signature indicates you have read and agree to comply with the rules set below.

For more information please contact, Katy Self at director@ritchiemuseum.org

Or call 301-241-2231

Please mail form to:

Ritchie Revival, Attn: Summer Kickoff

25009 Lake Wastler Drive Cascade,
MD 21719

or scan to the email address above.

Thank you for your interest in being part of the Summer Kickoff! We look forward to working with you!

Fort Ritchie

Location of setup: Castle Drive, Fort Ritchie- Starting at
the Flagpole

Rules and Regulations for 2024

1. Vendor acceptance is competitive due to limited space. Each application will be reviewed, and you will be notified in advance. Approval of participation in the event is dependent on prevalence of items sold and is ultimately decided by the Event Board.
2. All vendors are to clearly display the names and locations of their business.
3. Vendors are to clearly display prices.
4. All vendors are required to have a MD State Tax ID and a trader's license if necessary.
5. Once accepted, vendors agree to comply with all applicable federal, state and local government laws and regulations, all necessary licenses and permits, and proof of a minimum of \$500,000 in liability insurance.
6. Vendors must comply with parking regulations.
7. All vendors are required to operate their stands in a safe manner. Vendor tents are required to be properly secured and weighted. If unable to weigh a tent, vendors may be asked to remove the tent and sell without it.
8. Vendors must act in an environmentally sound manner. Disposable and one time use packaging is **strongly** discouraged. Recyclable plastic or paper is strongly encouraged.
9. Vendors and their representatives are expected to conduct themselves in a respectful, safe and courteous manner with all customers, event staff and each other. Any language or behavior that jeopardizes the normal operation of the event will be grounds for termination of the vendor's right to sell at the discretion of the Event Board. Complaints of any kind should be written or emailed to the event manager.

10. **APPLICATION:** Send in application with required paperwork first. Once approved, please send in appropriate fees. **Due Date for Application & Paperwork: June 1st.**

Mail to: ATTN Summer Kickoff
25009 Lake Wastler Drive
Cascade, MD 21719

11. **FEES:** The fee for a 2024 Summer Kickoff event is \$150.00

- a. **Vendor Fee:** The \$150.00 fee must be paid on or before **June 10, 2024.**
- b. All fees are non-refundable.
- c. In the memo section of your check please write "**Summer Kickoff**".

12. Each vendor will be assigned parking space. Vendors must not exceed their allocated space.

13. Set up for the event will begin at 11:30 AM and should be completed **no later** than 1:00 PM.

14. Tear down is not to begin before the close of the event at 10:00 PM and should be completed in a timely manner (by 11:30 PM).

15. In the event of inclement weather, the Event Manager may suspend operations.

16. All products to be sold at the event are required to be properly labeled according to the State requirements and the Department of Health. If you are a reseller, your label must indicate that the product is produced for you.

17. The Event Board may use any photograph, video, or other digital media of the Farmers Market in any and all of its publications/social media, without payment or other consideration to the vendors.

18. **Failure to comply with any of the above rules and regulations may result in suspension or expulsion from the event.** No prepaid fees will be refunded in the event of a suspension or expulsion.

19. The Event Manager has absolute discretion to discontinue a vendor's right to sell for the remainder of the day. Long-term expulsion will be determined by the Event Board.

20. The Event Board reserves the right to admit or to reject any vendor for any reason not prohibited by law.

21. Participating vendors will be actively marketed on the Fort Ritchie "Ritchie Revival" and the Ritchie History Museum Facebook Page. However, vendors may not advertise other event locations in which they participate on the Ritchie Revival or Museum site.

22. **COVID-19 Requirements:**

- a. In the event that COVID-19 masking and social distancing is required and/or Federal, State, or Local statutes, Rules and/or Regulations are still in place, all Vendors shall comply with the same as a condition of his/her participation in the event.
- b. All vendors must clean/disinfect surfaces.
- c. All vendors must keep customers at a safe distance from their products.

I/We the undersigned, being of lawful age, by affixing my/our signatures hereto, do hereby agree to indemnify and to hold harmless the Ritchie History Museum, Cascade Properties, and Ritchie Revival, its officers, employees, and agents, from and against any and all liability claims, actions, causes of action, demands, rights, damages, cost, loss of service, expenses, and compensation for all negligence whether active or passive arising out of or in any way connected or related to The Summer Kick-off to be held on June 22 - June 23, 2024.

Thank you for your cooperation. We look forward to working with you this year!

Katy Self, Event Manager (director@ritchiemuseum.org)

301-241-2231