



APPLICATION AGREEMENT FOR EVENT SPACE

2024 Christmas on the Square

Friday, November 29, 2024 (Rain Date: Nov. 30 tree lighting only)

4:30 PM – 8:30 PM *Event sponsored by: Commissioners of Leonardtown and Leonardtown Business Association*

1. Terms and Conditions

- a) The 2024 “Christmas on the Square on the Square” on the Leonardtown Square will be held on **Friday, November 29, 2024 from 4:30 PM - 8:30 PM. (RD: Nov. 30, tree lighting only).**
- b) **The rain date for this event is Nov 30 tree lighting only.** In the event of inclement weather or other emergency requiring access to the requested area of use, the event and all its activities may be cancelled by the event Organizers, the Commissioners of Leonardtown, or the St. Mary’s County Sheriff’s Department. Check the Town of Leonardtown Facebook page and Town website www.visitleonardtwnmd.com/christmasonthesquare or call 301-475-9791 after 10 AM the day of the event.
- c) In addition to literature, raffles, and fundraisers, we would prefer non-profits and exhibitors to have **an interactive display** (game, free giveaway, children’s activity, etc.) that adds value to the event and helps draw people to their display. Vendors should have items for sale that would **appeal directly to families with small children or otherwise pertain to the Christmas theme** – particularly holiday traditions, charitable giving, religious observances, gift-giving and holiday décor and clothing.
- d) **Pages 3 and 4 of the Application Agreement for Vendor/Exhibitor Space** must be submitted to the Leonardtown Business Association by each participant requesting space in this event, including non-profit organizations, no later than **November 1, 2024**.
Completed Application Agreements should also include:
 - The **required fee** for the use of the space and opportunity (as outlined on the form)
 - A photo** representative of the items you will be selling and/or displaying. Items exhibited the day of the event must be the same as the represented sample. (Returning Vendors are exempt unless selling a new product) **AND**
 - A \$1 Million Liability **Certificate of Insurance** naming the Leonardtown Business Association and the Commissioners of Leonardtown as additional insured (required for food vendors, live animal displays and commercial exhibitors/vendors)
 - OR** A signed copy of the Hold Harmless Agreement associated with this application (crafters, non-profit exhibitors who do not have insurance).
- e) All applicants will be notified of their approved/denied application via e-mail for this event.
Please be sure to include your e-mail address on your Application Agreement.
- f) Space will be assigned to vendors and exhibitors as available. **Each space is approximately 10’ X 12’.** Larger units, such as a tent or van, may require additional space(s) – please indicate your need for any additional spaces on the Application form. The Space fee is \$45 per space; plus \$25 per space if electricity is needed (electricity is limited). Please note that there are a limited number of spaces available with electricity (110 v.). **Fees are non-refundable.** *Please make checks out to “Leonardtwn Business Association”.*
- g) Vendors and exhibitors are asked to **supply their own set-up materials, including tables, chairs, tents, etc.** Vendors and Exhibitors are encouraged to bring a pop-up tent or umbrella for cover and to provide a uniform look to the event. As the day is often very windy, participants should also plan appropriately to **weight their tent and items on display.**

- h) Groups or organizations conducting the sales of merchandise must comply with all pertinent local, state and federal laws pertaining to sales tax and reporting of income.
- i) All vendors and exhibitors are expected to leave their area clean before departing. ***Vendors and Exhibitors should use – and encourage others to use - the recycling containers for glass, plastic, paper and cardboard. To prevent overflow of trash containers, vendors and exhibitors should take all other set up and clean up trash with them for disposal.***
- j) The St. Mary’s County Health Department requires that a **temporary food license** be purchased for each food booth in operation during an event. All food and beverage vendors and organizations (including not-for-profits) are responsible for contacting the St. Mary’s County Health Department at least **14 days prior to the event date** to obtain a temporary food license/permit. The valid license shall be posted in your food service establishment, mobile unit, and/or temporary food service establishment. Food vendors must comply with pertinent Health Department regulations. Food vendors not complying with Health Department regulations will be subject to dismissal from the event. Contact the St. Mary’s County Health Department, Office of Environmental Health, located at 21580 Peabody Street, Leonardtown, Md., or phone 301-475-4321.
- k) Vendors and Exhibitors **may begin setting up their booth/exhibit at 3:00 PM. Set-up should be completed no later than 4:00 PM.** Streets to the downtown area will be closed to thru traffic from 3:00 – 10:00 PM. Vendors and Exhibitors will be allowed to drive through the coned areas to their assigned area for unloading between 3:00 – 4:00 PM. **Vendors and Exhibitors arriving later than 4:00 PM will not be permitted access through the coned areas for unloading.** After unloading, vendors and exhibitors must move their vehicle(s) from the Town Square area to the public parking lots beside The Hair Company on Washington Street.
- l) All participants – vending booths and information booths - shall **stay within their assigned space** while marketing or distributing their items during this event.
- m) For the safety of spectators, all vendors and exhibitors shall **remain on site at the event during its duration**, and must agree not to leave or take down their booth or exhibit prior to the conclusion of the event at 8:30 PM. (Weather permitting). At 9:00 PM, vehicles will be allowed back into the Town Square area for loading. Please exercise caution during take down time, being conscientious of event participants, volunteers and any lingering spectators.
- n) The Leonardtown Business Association and Town of Leonardtown **reserves the right to deny** any applicant based on product duplication, prior performance, desirability of the product, or if the applicant does not meet the specified theme, criteria, or quality. There will be no guarantee to exclusive rights to sales of specific items or products.
- o) The Town of Leonardtown makes no guarantee of event attendance or vendor profit.
- p) The Leonardtown Business Association and Town of Leonardtown **reserves the right to remove** any booth, display, distribution, or other work or display deemed inappropriate, or not adhering to these guidelines, the day of the event.
- q) **Any changes** to this contract should be filed with the Leonardtown Event Coordinator no less than 2 weeks prior to the event or risk forfeiture of reservation fees.
- r) Mail pages 3 and 4 of the completed Application Agreement, Certificates of Insurance, photos, a check or money order for fees due, and any other attachments to:
Town of Leonardtown
c/o Aris Nazarova, Public Relations & Events Coordinator
P.O. Box 1, Leonardtown, MD 20650

If fees do not apply, you may elect to return your application and attachments via e-mail to Aris Nazarova at aris.nazarova@leonardtownmd.gov or fax it to 301-475-5350.

For questions or additional information, contact Aris at the Town Office 301-475-9791



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2024 Christmas on the Square

Friday, November 29, 2024 (Rain Date: Nov. 25 tree lighting only)

4:30 PM – 8:30 PM Event sponsored by: Commissioners of Leonardtown and Leonardtown Business Association

FOR OFFICE USE ONLY	Form filed with COL ___/___/___	Space # _____
	E-mailed confirmation _____	On Map _____
___ check # _____ enclosed	___ # spaces \$ _____	OR LBA OR 501c(3)
___ Paid Electricity	___ Pictures attached	
___ Childrens’s Activity	___ Food Vendor	___ Animals
		___ COI attached

2. Contact Information: I am a New Exhibitor/Vendor ___ I am a Returning Exhibitor/Vendor ___

Organization Name: _____ Non-Profit: Yes ___ No ___

Contact Name: _____ Vendor ___ Exhibitor ___

Mailing Address: _____

Phone Number(s): _____ E-Mail Address: _____

3. Describe display, including items for sale, exhibit materials, or informative literature:

How does your display reflect our Christmas on the Square Theme?

New Vendors/Products – Photo or photocopy of items to be sold included with application? _____

Do you require more than one 10’x12’ space: Yes ___ No ___ If Yes, how many? _____

Will your display include a tent? Yes ___ No ___ List Size: _____

Will your display include a van or other large unit? Yes ___ No ___ List Size: _____

Location assignment request or Other Special Requests or Concerns*: _____

Vendor Space requests will be taken into consideration, but several factors go into vendor placement. Space requests are not a gaurantee.

4. Fees:

Signed Application, Fees and Certificate of Insurance naming the Leonardtown Business Association and the Commissioners of Leonardtown as additional insured are **due no later than November 3, 2023.**

_____ \$45.00 per space	Space Fee (\$45.00 per space x # of spaces _____)
_____ \$ 0.00 per space	Non-profit Organization (exempt from Space Fee)
_____ \$ 0.00 per space	Current LBA Member (exempt from Space Fee)
_____ \$25.00 per space	Electricity* (110V only) (\$25.00 per space x # of spaces _____) _____

*Limited power outlets, electricity cannot be guaranteed.

Total amount included with this application: \$ _____

Make check payable to: Leonardtown Business Association

5. Exhibitors' and Vendors' Acknowledgement

By signing below, the Exhibitors and Vendors and their representatives and parent organizations agree to the following:

- I/We hereby affirm that the Organizer of the Event and all Participants **will comply** with the Laws of the State of Maryland and the Statutes and Ordinances of St. Mary's County and the Town of Leonardtown.
- I/We will also **adhere to** the Terms and Conditions set forth in this contract.
- I/We **waive any and all claims** against the Commissioners of Leonardtown and the Leonardtown Business Association for any and all physical loss or damage to the property, including the cost to repair or replace the property caused by, arising out of, relating to, or associated with the use of the property by the user or by the user's members, employees, agents, or invitees.
- **OPTION A (required for food vendors, commercial vendors, and animal handlers)**

I/We **have** General Liability Insurance with the limits of \$1,000,000 per incident and Workman's Compensation to cover our staff and will provide a Certificate of Liability Insurance for said policy, specifying the Commissioners of Leonardtown and the Leonardtown Business Association as Additional Insured for the Christmas on the Square on the Square, Friday, November 24, 2023.

OR

- **OPTION B (for crafters and non-profit exhibitors who do not have Liability Insurance)**

My/Our signatures below **confirm** that the Exhibitor, Vendor and Parent Organization agree to **indemnify and hold harmless** The Commissioners of Leonardtown, the Leonardtown Business Association, and their officials, employees, and agents from and against all liabilities, judgments, settlements, losses, costs, or charges (including attorneys' fees), incurred by the Commissioners of Leonardtown, the Leonardtown Business Association, or any of their officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss of property, damage caused by, arising out of, related to, or associated with the use of the Property by the User or by the User's members, employees, agents or invitees.

Organization (please print name): _____

Representative (please print name): _____

Representative Signature: _____ Date: _____

Initial here for Option A

OR Initial here for Option B
