

Please read the vendor information fully before submitting as some policies, practices and fees may have changed.

EVENT DETAILS

Date: Friday, November 28, 2025

Event Time: 4:30pm - 8:30pm

Set Up Time (Tentative): 2pm

Location: Leonardtown Square & Surrounding Areas

Inclement Weather Policy: The rain date for this event is November 29th for the tree lighting only (no vendors or activities). In the event of inclement weather or another emergency requiring access to the requested area of use, the event and all its activities may be canceled 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 visitleonardtwnmd.com/christmasonthesquare or call 301-475-9791 after 10 AM the day of the event.

VENDOR SELECTION POLICY *NEW!*

Due to the growing popularity of the Christmas on the Square event and the limited spaces available, this application is a **request for vendor space** and not a guaranteed space. We are open to receive applications from September 1st - October 17th. After the deadline has passed, we will review applications and selected vendors will be notified by October 31st. **No more applications will be received after October 17th.**

Several factors go into vendor selection including:

Relevance to Theme – Preference will be given to vendors offering products or services that align with the holiday and family-friendly atmosphere of Christmas on the Square.

Variety and Balance – To provide attendees with a diverse experience, vendors may be limited by category (e.g., food, crafts, retail, nonprofits).

Quality and Uniqueness of Offerings – Vendors with distinctive, high-quality items will be prioritized to avoid over-saturation of similar products.

Past Participation and Reliability – Consideration will be given to vendors with a record of professionalism, timely setup/teardown, and positive engagement at previous events.

Local and Small Business Representation – Support will be prioritized for local artisans, businesses, and organizations within the community.

Space and Logistics – Availability of space, power, and placement needs will factor into final selection.

Compliance with Rules – Vendors must comply with all event policies, health/safety regulations, and insurance requirements.

VENDOR SPACE & FEES *NEW!*

Each space is approximately 10' X 12'. Larger units such as a tent, van, food truck, trailer, may require additional space(s) - please indicate your need for space on the Application Form.

Each space is \$45. Leonardtown Business Association members and Non-Profit Organizations may request one complimentary space, then each space thereafter at regular price. Electricity may be requested, but is extremely limited, an additional \$25 fee will apply for electricity.

A request for a particular space/area, cannot be guaranteed and we have several factors that contribute to vendor placement.

TERMS & CONDITIONS

a.) Pages 3 and 4 of the Application Agreement for Request of Vendor/Exhibitor Space must be submitted to the Commissioners of Leonardtown by **October 17th, 2025**, along with pictures of the products and/or display. Selected Vendors/Exhibitors will be notified by October 31st.

Upon admittance, vendors/exhibitors must provide:

Required Fee – Vendors/Exhibitors will be invoiced - payment can be check, cash, money order, or CC.

\$1 Million Liability Insurance Policy – Naming the Commissioners of Leonardtown as additional insured. (required for food vendors, live animal displays and commercial exhibitors/vendors)

-OR- Hold Harmless Agreement– Signed with the application (crafters, non-profits, exhibitors, who do not have their own policy).

Health Department Food License – For organizations selling & preparing food on site. For more information, contact the St. Mary's County Health Department.

b.) The Town of Leonardtown or Leonardtown Business Association 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.

c.) Vendors and exhibitors must supply their own set-up materials, including tables, chairs, tents, tent weights, etc.

d.) 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.

e.) The St. Mary's County Health Department (SMCHD) 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 SMCHD 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.

f.) The Town of Leonardtown makes no guarantee of event attendance or vendor profit.

g.) 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.

h.) In addition to literature, raffles, and fundraisers, we recommend 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.

SUBMITTING APPLICATION **NEW!**

Via email:

aris.nazarova@leonardtownmd.gov

Application available online:

www.visitleonardtownmd.com/christmasonthesquare

Via Mail:

Commissioners of Leonardtown
C/o Aris Nazarova
PO Box 1
Leonardtown, MD 20650

In Person:

Commissioners of Leonardtown
22670 Washington Street
Leonardtown, MD 20650



2025 CHRISTMAS ON THE SQUARE

Application for Event Space

Sponsored by the Commissioners of Leonardtown and
Leonardtwn Business Association

OFFICE USE ONLY

App Received: ____ / ____ / ____ # of Spaces: ____ Electricity: ____ LBA: ____ Non-Profit: ____
Total \$ ____ Payment Method: ____ Health Permit: ____ Insurance: ____
Food Vendor ☐ Exhibitor ☐ Activity Vendor ☐ Retail ☐ Other ☐

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CONTACT INFO

New Vendor/Exhibitor ☐ Returning Vendor/Exhibitor ☐

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

Contact Name: _____ Exhibitor: ☐ Vendor: ☐

Phone Number: _____ Email Address: _____

Mailing Address: _____

DISPLAY AREA

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

How will your display reflect our Christmas on the Square theme?

New Vendors/Products - Photos and images of your products must be included with this application.

SPACES

Please list your size as accurate as possible, as this information will be used when creating vendor placement

Do you require more than one 10' x 12' space: Yes ☐ No ☐ If Yes, how many?

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

Will your display include a van, trailer, truck or other large unit? Yes ☐ No ☐ List Size: _____

Other information or concerns: _____

FEES

_____ \$45/Space	Space Fee (\$45 x _____ of spaces)
_____ 1 Complimentary Space	Registered Non-Profits & Leonardtown Business Assoc. Members
_____ \$25/Space	Electricity (110V only - Limited availability)

If selected, payment, Certificate of Insurance (if required), and Health Permit (if required) due by November 14th.

EXHIBITORS' AND VENDORS' ACKNOWLEDGMENT

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.

Initial
for
**Option
A**

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 29, 2024.

-OR-

Initial
for
**Option
B**

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 and 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

Representative

Representative's Signature

Date

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