

**31st Annual Harford County Farm Fair  
July 23-28, 2018**

**Monday-Thursday – 3:00-10:00 PM  
Friday-Saturday – 10:00 AM-10:00 PM**

**Fairgrounds Location:**

Harford County Equestrian Center  
608 N. Tollgate Road  
Bel Air, MD 21014

**Mailing Address:**

Harford County Farm Fair, Inc.  
P.O. Box 22  
Bel Air, MD 21014

**Farm Fair Phone:** 410-838-8663

**Website:** [www.farmfair.org](http://www.farmfair.org)

**E-Mail Address:** [info@farmfair.org](mailto:info@farmfair.org)

---

**VENDOR APPLICATION**

- Commercial**       **Point of Sale**       **Service/Community (Non-Profit)**  
 **Government**       **Political**       **Other** \_\_\_\_\_

***This application is not for use by Food Vendors or Food Truck Vendors.***  
***This application is not for use by vendors in the Artisan's Village and Buy Local Showcase.***

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

Description of Exhibit (BE SPECIFIC)

- Inside Space (inside shared tent)**  
10x10 ft  
Cost: **\$500**

**Electrical service for each inside/outside space:**  
One 110/120 volt outlet (max 500 watts)  
All extension cords must be OSHA compliant.

- Outside Space (roadside)**  
**\$60 per linear ft** road frontage (minimum 10 ft)  
Indicate number of feet requested - \_\_\_\_\_ ft at \$60 =      Cost: \$ \_\_\_\_\_

Requests for larger spaces and additional electrical service will be considered on a case-by-case basis.

## **VENDOR INSTRUCTIONS**

ACCEPTANCE OF TERMS: I, a duly authorized representative of the above company/ organization, on behalf of said company/organization, subscribe and agree to all terms, conditions, and authorizations contained in this Vendor Application and agree to comply with all the Rules and Regulations contained herein.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**We hereby submit this Vendor Application, with payment via check made payable to Harford County Farm Fair, for consideration of space as designated at the 2018 Harford County Farm Fair. (Please complete and return the first and second pages.)**

The Farm Fair must approve all Vendor Applications and approve of all products to be displayed/ sold.

**A copy of your Certificate of Insurance will need to be submitted with your application or prior to setup of Vendor exhibits.**

**Please report to the Tower Information Booth when you arrive at the fairgrounds on Sunday, July 22, 2018 from 12:00 to 5:00 PM or on Monday, July 23, 2018 from 9:00 AM to 1:00 PM. Your Vendor registration package will be available for pickup at that time, unless prior arrangements have been made.** The package will contain the following: a map of the fairgrounds showing your assigned exhibit space, a limited number of vehicle hang tags for specific parking areas (these are numbered parking permits with colors designating the parking area), twelve (12) admission tickets (equating to two (2) persons per day), and two (2) Farm Fair commemorative pins.

If needed, additional single day admission tickets can be purchased through the registration process or at the Tower Information Booth on Sunday, July 22, 2018 from 12:00 to 5:00 PM or on Monday, July 23, 2018 from 9:00 AM to 1:00 PM. Payment can be made by cash, check, or credit card (Visa or MasterCard only).

**Note: Credit card payments will be accepted on-site only during the week of the Farm Fair; on-line payments cannot be made in advance.**

The Vendor will retain a copy of this Vendor Application for their records.

## **RULES AND REGULATIONS**

The Vendor agrees to abide by all Rules and Regulations of the Harford County Farm Fair, Inc.

**The 31st Annual Harford County Farm Fair will be held from Monday, July 23, 2018 through Saturday, July 28, 2018. Hours of operation are 3:00-10:00 PM on Monday through Thursday and 10:00 AM-10:00 PM on Friday and Saturday.**

The Farm Fair will be held rain or shine; there are no rain dates. The Vendor is responsible for protecting their equipment and/or merchandise from inclement weather. (In the event of severe weather, Farm Fair personnel and on-site security and safety personnel will advise vendors, participants, and attendees of appropriate action.)

Setup of Vendor exhibits may begin at 12:00 PM on Sunday, July 22, 2018, unless other arrangements are made in advance with the Farm Fair. All Vendor exhibits must be in place and operational by 2:00 PM on Monday, July 23, 2018.

Temporary buildings, tents, and other enclosures must have approval of the Farm Fair. These enclosures must fit within the confines of the assigned space, or an additional footage charge will be made. If additional footage is required, contact the Farm Fair for availability and fees.

ALL VEHICLES MUST BE OFF THE FARM FAIR ROADWAYS, OUT OF THE TENT AREAS, AND IN THE DESIGNATED PARKING AREAS AT LEAST 1 HOUR PRIOR TO EACH DAY'S OPENING (by 2:00 PM on Monday through Thursday and by 9:00 AM on Friday and Saturday). Daily supplies must be delivered to your booth and all vehicles moved to the appropriate parking area prior to that time. NO VEHICLES ARE ALLOWED ON THE FAIRGROUNDS DURING FAIR HOURS.

Vendors are REQUIRED to staff their exhibit/display during all fair hours.

All vendors, participants, and attendees must be off the fairgrounds within 1 hour after closing each day.

Vendors must stay within the assigned exhibit area. No solicitation of any kind is allowed outside of the assigned area.

The use of microphones and the playing of music within the vendor space is limited and must have the approval of the Farm Fair.

Vendors will receive a limited number of vehicle hang tags for specific parking areas. There is no reserved parking near your assigned space. Trailers will need permission to come onto the fairgrounds and park.

Failure to be on-site and setup prior to opening on any of the days and/or failure to stay open during all fair hours can result in your booth being closed with no refund.

All Vendor exhibits must be removed from the fairgrounds by 4:00 PM on Monday, July 29, 2018. Your area must be cleaned of all debris and trash is to be disposed of in the designated area.

Your application must include descriptions of all items you plan to exhibit, sell, or promote. If you have any items not listed, of a controversial nature, or not within the family oriented theme of the Farm Fair, we reserve the right to have you remove those items or leave the fairgrounds, with no refund. Vendors cannot display, promote, or advertise any of the following:

- Beer, wine, or other alcoholic beverages, except as described below
- Tobacco smoking devices, papers, cigarettes or cigars
- Political candidate banners, signs, or other promotional display, except as provided in the
- Central Committee areas or your assigned space
- Balloons on strings
- String in a can, poppers, and candy cigarettes
- Any toy or item that makes a loud noise or foul smell

NO ALCOHOL shall be sold, consumed, or carried onto the fairgrounds EXCEPT WITH PERMISSION OF THE FARM FAIR BOARD. These exceptions include: (1) Entries in Farm & Garden Products, Department VIII – Amateur Wines, and (2) Participating brewery, winery, and distillery vendors in the Artisan’s Village and Buy Local Showcase. Participating brewery, winery, and distillery vendors must be in compliance with the rules of the State and Harford County Liquor Boards. Anyone found under the influence of drugs or alcohol will be removed from the fairgrounds, with no refund.

SMOKING IS PROHIBITED ON ALL PROPERTY OWNED, LEASED, OR OPERATED BY HARFORD COUNTY. This consists of all buildings and grounds, including exterior open spaces, parking lots and garages, driveways, and recreational facilities. In addition, smoking is prohibited in any vehicle owned or leased by Harford County. The Harford County Equestrian Center (the fairgrounds) is a Tobacco Free Facility, and signs are posted accordingly.

You will not engage in any illegal activity of any kind. There will be no lewd, lascivious, or vulgar actions or verbalizations. There will be no arguing or fighting with other vendors, participants, or attendees.

Spaces are not transferrable and cannot be reassigned. You cannot sublet your space or any portion of your space.

The Harford County Farm Fair, the Board of Directors, Committee Members, and anyone doing work for the Farm Fair shall not be liable for any damages to or destruction of an exhibit due to any cause whatsoever, or for the theft or disappearance from any exhibit of any property contained in or about the exhibit area or for any loss sustained by the vendor.

All vendors and their personnel are required to take appropriate measures to prevent damage to the grounds, tents, or neighboring exhibits.

The Vendor and any and all who work with or assist said vendors in any way are independent contractors and are not employees of the Harford County Farm Fair, the Board of Directors, Committee Members, and anyone doing work for the Farm Fair. Within the Rules and Regulations governing the Farm Fair, the Vendor shall have the right to control the manner and detail in which their personnel perform their service.

Insurance of whatever nature, including but not limited to liability insurance and workers compensation insurance, shall be the responsibility of the Vendor and shall be obtained at their own expense and initiation. The Harford County Farm Fair, the Board of Directors, Committee Members, and Volunteers assume no responsibility for any type of insurance on behalf of the Vendor.

Pertinent taxes (such as the collection of Maryland state sales tax), fees, and permits are the responsibility of the Vendor.

The Harford County Farm Fair, the Board of Directors, Committee Members, and Volunteers assume no risk or liability, and the Vendor, by signature on this Application and Contract, expressly agrees to

indemnify said Farm Fair, Board of Directors, Committee Members, and Volunteers and to hold harmless these aforementioned persons from all claims and damages, costs, loss of services, expenses, or compensation on account of, or in any way arising out of participation, in the Harford County Farm Fair.

The interpretation of all Rules and Regulations is the sole responsibility of the Harford County Farm Fair, the Board of Directors, and Committee Members; their decision shall be FINAL AND ENFORCEABLE.

Violation of any rule or regulation will result in the closure of the Vendor exhibit and rejection of all applications for subsequent years. By signing this, you expressly agree to waive any right to recourse or to demand any refund or to claim damage on such grounds.