

# WaggleFest Vendor Application & Agreement

WaggleFest is sponsored by Spalding Express Services LLC dba E Plus Promotions and *The Catoclin Banner Newspaper*.

**\*Application Deadline: October 1st\***

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

Contact \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Sales Tax ID # or Nonprofit # (If applicable): \_\_\_\_\_

The State of Maryland requires any person selling used or new products to charge a 6% sales tax and have a Maryland Tax number. If a temporary Maryland sales tax license # is needed, one can be obtained by calling the Comptroller of Maryland at 1-888-615-0369. A temporary license is good for 30 days.

## **\*BOOTH INFORMATION**

### **Product/Service Vendors:**

Description of products and services:

\_\_\_\_\_  
\_\_\_\_\_

Description of booth or display:

\_\_\_\_\_  
\_\_\_\_\_

### **Food Vendors:**

Food Vendors may only set up outside on the grounds of the event complex. \*Along with your application, please submit a copy of your Certificate of Insurance and Copy of Frederick County Health Permit. Application will not be accepted without required permits. \*\*Foods being vended should complement, not compete, with lunch/beer/wine foods and drinks for sale by the Thurmont Ambulance Company inside the Event Complex.

Type of Food: \_\_\_\_\_

Description of booth/truck:

\_\_\_\_\_  
\_\_\_\_\_

**Non-profit Organizations:**

Please submit a copy of your 501(c)3 letter or 990 tax form.

Nonprofit #: \_\_\_\_\_

<b><u>Indoor Product/Service Vendors:</u></b> First Priority for indoor space given to HOLISTIC BUSINESS or SERVICE. All others given indoor spaces upon request unless indoor spaces are full in which case, last applications in will move to outside space with refund of space overpayment. Indoor space includes 10'x10' space, two chairs and one 8' rectangular table. Electricity access included upon request (limited number of spaces with electricity).	\$140.00
<b><u>Outdoor Vendors:</u></b> Vendor provides all equipment, shelter, tables, chairs, displays, etc. for designated 10'x10' vending space.	\$75.00
<b><u>Non-Profits</u></b>	10% discount from selected vending fee
<b><u>1 Table/2 Chairs Rental</u></b> for outside spaces	\$10.00
<b><u>Food Vendors (People Food)</u></b> (10'x10' outdoor space or food truck)	\$175.00

Total: \$\_\_\_\_\_

**\*ALL VENDORS WITH ANIMALS or selling FOOD ARE REQUIRED TO SUBMIT A CERTIFICATE OF LIABILITY INSURANCE naming the Thurmont Ambulance Company and Spalding Express Services LLC (E Plus Promotions) as additional insured. FAILURE TO DO SO WILL RESULT IN THE FAILURE OF ACCEPTANCE OF YOUR APPLICATION.**

**SPONSOR INFORMATION:**

If you would like to be a sponsor for WaggleFest, your logo will appear in all advertisements as defined by sponsorship level. Advertising for the event includes print ads in magazines, newspapers, and fliers as well as billboards, press releases, and various forms of social media.

## **SPONSOR LEVELS (Major WaggleFest Sponsors):**

**Rosie's "Pawsome" Sponsor \$5,000:** Major Sponsor of WaggleFest advertisements and signage. Whenever spoken or printed, the phrasing "WaggleFest is sponsored by \_\_\_\_\_" will be said. Includes logo on t-shirts and tickets and mention in all advertising. This level includes two Vending spaces indoors, two vending spaces outdoors. A maximum of two Rosie Sponsors will be accepted.

**Laney's "Pawsome" Sponsor \$3,000:** Major sponsor of WaggleFest advertisements and signage. Two vending spaces indoors. A maximum of four Laney sponsors accepted. Includes logo on t-shirts and tickets and sized appropriately to reflect sponsorship level on print advertisements and social media.

**Fuzzer's "Pawsome" Sponsor \$1,000:** Sub-major sponsor of WaggleFest. Logo in all WaggleFest advertisements sized appropriately to reflect sponsorship level. One vending space indoors. No max to Fuzzer sponsors accepted.

## **Vendor Rules & Regulations**

1. The Vendor agrees that no display will be dismantled before **4:00 p.m.**
2. Vendors who prepare, sell, or give away food and beverage items will require a permit from Frederick County Department of Health and Human Services (Spalding Express Services dba WaggleFest and the Thurmont Event Complex will not be responsible for obtaining or paying for any required permits). The Vendor further agrees to hold WaggleFest and the Thurmont Event Complex harmless for any and all damages, fines, and or penalties incurred as a result of a food and/or beverage vendor's failure to comply with all the Frederick County Department of Health and Human Services regulations.
3. The Vendor is prohibited from using the "WaggleFest" logo for any purpose without the express written permission of E Plus Promotions.
4. Neither WaggleFest, nor the Thurmont Event Complex shall be held liable for any damages, whether direct, indirect, general, special, consequential, punitive, or otherwise to the vendor, its products or exhibit, its agents and employees or visitors, its exhibit whether occasioned by Wagglefest or the Thurmont Event Complex or either of their agents, volunteers or employees, or by another Vendor, and its agents and employees.
5. The Vendor understands that no refunds will be issued for any circumstances.
6. The Vendor understands that exit doors and electric panels are not to be blocked at any time with curtains, barriers, equipment, or vendor booths.
7. The Vendor is responsible for cleanup of the areas used immediately following the event.
8. The use of tape, nails, staples, or any other items adhering to the walls, floors, ceilings is prohibited. No electrical cords/wires can be exposed, all cords must be secure.

9. Alcohol is being sold for a fee by the event hosts, The Thurmont Ambulance Company. Alcohol is to be used responsibly by everyone. WaggleFest coordinators reserve the right to have anyone who is exhibiting intoxication to be escorted off of the property. No alcohol is permitted behind vendor booths.
10. All trash is to be emptied in designated waste receptacles and recyclables are to be deposited in the appropriate blue recycling bins. All fire lanes are to be observed at all times.

I understand that any violation of any part of this agreement shall, at the election of the Thurmont Event Complex and/or WaggleFest, result in revocation and forfeiture of all rights and privileges, present and/or future, granted by the Thurmont Event Complex and/or WaggleFest to the Vendor, and in the event of such breach by the vendor and the election by the Thurmont Event Complex and/or WaggleFest, all sums paid by the vendor to WaggleFest shall be forfeited to WaggleFest as liquidated damages.

I understand that I will not hold The Thurmont Event Complex and/or WaggleFest responsible if I do not make a profit. I am responsible for providing all Items necessary for sponsorship or my booth operation. I hereby release The Thurmont Event Complex and WaggleFest from all responsibility for theft or damage to any items involved with my booth.

I \_\_\_\_\_, an authorized agent of \_\_\_\_\_ acknowledge and agree to the above Vendor rules.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Vendor Schedule:**

**Set-up:** Check-in starts at 6:30am on October 26th, 2019.

**Start of the event:** Vendors must be ready by the start of the event on October 26th at 9:00am.

**Clean-up:** Immediately following the end of the event at 4:00 pm. Must be completed by 6:00pm.

**Please print, complete, and remit this application with payment to:**

**Checks Payable:**

E Plus Promotes  
515B East Main Street  
Emmitsburg, MD 21727