

39th Annual Brunswick Railroad Days

Saturday, October 1st and Sunday, October 2nd, 2022

10:00 a.m. - 5:00 p.m.

Vendor Application Packet

This year the City of Brunswick celebrates its 39th Brunswick Railroad Days, an annual two-day festival that takes place the first full weekend of October. We are seeking vendors, entertainers, and non-profit organizations which would like to join us in celebrating all of the great things Brunswick has to offer.

From our history as one of the hubs of the B&O Railroad and our past and current connections to the Chesapeake and Ohio Canal, to the spectacular beauty of the Potomac River and the amazing talent of our local performers, artists, and local businesses, there is a lot to get excited about in Brunswick!

We are seeking a wide array of quality, family-friendly vendors, crafters, and entertainers to participate in this year's Brunswick Railroad Days. General and railroad/train-themed merchandise, quality handmade and/or homemade arts and crafts, including - painting, photography, ceramics, woodworking, textiles, stained glass, candles, jewelry, multi-media, and more will be considered.

Organizers are looking to highlight artisans, crafters and demonstrators, such as blacksmiths, weavers, candle makers, and glassblowers to display their handiwork and demonstrate their craft. Please contact festival organizers to discuss the opportunities available. The festival will include entertainment, shopping, delicious food, model trains, railroad exhibits, children's activities, and, of course, train rides! Vendors should refer to the Vendor Application for a list of all applicable fees and requirements.

RAILROAD DAYS WILL BE HELD RAIN OR SHINE

Up to date information and updates regarding the event can be found at www.brunswickrailroaddays.org and on the Brunswick Railroad Days Facebook page.



39th Annual Brunswick Railroad Days

Saturday, October 1st and Sunday, October 2nd, 2022

10:00 a.m. - 5:00 p.m.

To participate in 2022 Brunswick Railroad Days, please complete and return the following by **September 1, 2022:**

- 1) Vendor Application Form – Pages: 3-7
- 2) Two (2) photos of your product/display (if applicable but not required)
- 3) Vendor Fee – Payable by check or credit card – NO CASH

Return the application, forms, photos (if applicable), and vendor fee payment to:

City Hall
1 W. Potomac Street
Brunswick, MD 21716
ATTN: Railroad Days

You will be notified on a rolling basis by e-mail by September 10, 2022 if your application has been accepted, at which time your payment will be processed.

No applications will be accepted after September 10, 2022.

There is NO Vendor Deposit required this year, but all other fees are non-refundable. Your space will not be reserved until the Vendor Fee has been paid in full.

If you have questions, please contact Lauren Spring at (301) 834-7500 ext.204 or by email at LSpring@BrunswickMD.gov

Up to date information and updates regarding the event can be found at www.brunswickrailroaddays.org and on the Brunswick Railroad Days Facebook page.



VENDOR APPLICATION FORM



2022 BRUNSWICK RAILROAD DAYS
Saturday, October 1st and Sunday, October 2nd
10:00 a.m. - 5:00 p.m.
Downtown Brunswick

Vendor Name: _____

- Food vendors must include a copy of vendor Health Department Food Permit.
- Due to availability, electric and water connections will **only be available to food vendors.**
- Portable battery power provided by the vendor is permissible. No gas-powered generators are allowed.
- Vendors are responsible for supplying extension cords of the proper wire gauge and length to meet the requirements of their equipment.
- Please note that we will only be accepting ONE independent consultant from each company (i.e. - Scentsy, Color Street, Pink Zebra, Pampered Chef, etc.)
Please email LSpring@BrunswickMD.gov to check availability before sending in your application.

REGISTRATION FEES

All fees are for ONE 12' long x 10' deep space

Please select box for Registration Fees:

- Non-Profit: \$25.00
- Business/Crafter: \$50.00
- Food Vendor (Non-Profit): \$75.00
- Food Vendor (Profit): \$100.00

Food Vendors Only (check box if needed):

- Water Hook-Up
- Electrical Requirements – List amps needed: _____

Additional Fee Applies for Electric Use: \$25.00

Number of Spaces (one space is 12' long x 10' deep): _____

Space Preference (not guaranteed): _____

Total Amount Due: _____

REQUIRED VENDOR INFORMATION

Vendor Name: _____
Contact Name: _____
Email Address: _____
Phone Number: _____
Street Address: _____
Website: _____

Tax Information

Federal Identification #: _____
State Tax ID #: _____
Social Security #: _____

Description of food, craft items, business, etc.

VENDOR PAYMENT INFORMATION

Vendor Name: _____

REGISTRATION FEE INFORMATION

Payment Type:

- Check – Please make checks payable to “City of Brunswick”
 - o Check # _____
 - o Amount: _____

- Credit Card (see below)
 - o Credit Card payments can also be made over the phone with Lauren at (301) 834-7500 ext. 204 Monday-Friday between 8AM – 4:30PM.

Credit Card Information

Check one:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Discover
Credit Card #:			
Expiration Date:			
CVC Code:			
Amount:			
Signature:			

TERMS OF PARTICIPATION

1. The City of Brunswick, MD, is sponsoring *Brunswick Railroad Days* on Saturday and Sunday, October 1st and 2nd, 2022, from 10AM to 5PM. **The event will be held rain or shine.**

2. Outdoor spaces will be provided along East Potomac Street, West Potomac Street, Railroad Square and other areas as needed. **Spaces are limited to 12' long x 10' deep and are uncovered. Vendor must supply own tables, chairs, and canopies. Please do not drive any canopy stakes into road or sidewalk surfaces. ALL VENDORS ARE REQUIRED TO PARTICIPATE IN BOTH DAYS.**

3. Craft Vendors: Set-up time for outdoor crafters is 6PM-8PM on Friday evening, September 30, 2022 or at 7AM on Saturday, October 1st and Sunday, October 2nd. **Each vendor is assigned space, but exact location of space is not guaranteed.** Please unload all tables, crafts, and canopies as quickly as possible, then move vehicles to an authorized parking area before you set up. Police patrols and security will be in the immediate area overnight Saturday night, so vendors can leave tables and canopies set up overnight **at their own risk** if preferred. No guarantees are offered or implied regarding theft or vandalism.

4. Food Vendors: Set-up time in Railroad Square Park is Friday, September 30, 2022. If planning to set-up Friday, vendors **must** notify the Events Coordinator the week before the event to set up an appointment. The City needs to hook up all electric and water lines the day before the festival. On Saturday and Sunday, after unloading supplies, please be sure to move vehicles to an authorized parking area. **A current copy of Health Department Food Permit must be received by September 10, 2022 in order to assign spaces.**

5. **All crafters, food vendors, and organizations must stay in their assigned space.** No direct solicitation of sales, yelling, threats, vulgarity, or loud music from your space is permitted. If this rule is violated, you will be directed to leave without a refund or re-entry into the event.

6. **Railroad Days closes at 5PM both days. Vehicles are prohibited in vendor areas between 9AM and 5:30PM.** The time for getting back into the assigned space in the evening is for safety reasons. This will give spectators time to leave the area. There will not be a storage area available overnight.

7. **It is the responsibility of the applicant to collect and forward Maryland sales tax to the State.** The City provides the State of Maryland with a list of vendors.

8. **The City of Brunswick and its employees will not be responsible for personal injury, loss, nor damage to property or belongings, whether it be a craft vendor, food vendor, exhibitor, patron, shopper or spectator.** No liability insurance coverage will be provided by the City of Brunswick.

9. **Cancellations after September 24, 2022 or "no shows" the day(s) of the event will forfeit all fees.** Cancellation refunds due to a medical or other emergency will be reviewed on a case-by-case basis.

I/We have read, understand, and agree to the City of Brunswick Terms of Participation detailed above. Violations will result in termination of this Agreement and may result in removal from the event.

Vendor Name: _____
Signature: _____
Date: _____

INDEMNITY/HOLD HARMLESS

To the fullest extent permitted by law, the undersigned Business/Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, volunteers, and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability, or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time from there) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization/Individual, or anyone acting on its behalf in connection with or incident to **Brunswick Railroad Days** scheduled for Saturday **October 1, 2022, and Sunday, October 2, 2022, as well as any vendor set-up on Friday, September 30, 2022.**

Further, except that the Business/Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Business/Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced under there; and the Business/Organization/Individual shall pay any and all judgments which may be recovered in any suit, action, or proceeding, and any and all expense including, but not limited to, costs, attorney's fees, and settlement expenses, which may be incurred therein.

Vendor Name: _____
Signature: _____
Date: _____