



## VENDOR REGISTRATION FORM

### 2021 BRUNSWICK RAILROAD DAYS

Saturday, October 2<sup>nd</sup> & Sunday, October 3<sup>rd</sup>

10AM – 5PM Both Days

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: \_\_\_\_\_

### DEPOSIT INFORMATION

Applications will not be considered until the Vendor Deposit is received.

To be paid by separate check payable to "City of Brunswick".

**Deposit checks will only be cashed if the vendor is not present during the entire event**, including if vendor is not open at the beginning of the event at 10AM on Saturday; if vendor only participates in one day of the event; and/or if vendor shuts down or leaves prior to the end of the event at 5PM on Sunday. Otherwise, the check will be returned to the vendor on Sunday afternoon at the event.

Deposit Amount: \$65.00

Check #: \_\_\_\_\_

### 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 2<sup>nd</sup> & 3<sup>rd</sup>, 2021, 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.**
  
3. Craft Vendors: Set-up time for outdoor crafters is 6PM-8PM on Friday evening, October 1<sup>st</sup>, 2021 or at 7AM on Saturday, October 2<sup>nd</sup> and Sunday, October 3<sup>rd</sup>. **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, October 1<sup>st</sup>, 2021. 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, 2021 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, 2021 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 2, 2021, and Sunday, October 3, 2021, as well as any vendor set-up on Friday, October 1, 2021.**

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: \_\_\_\_\_