

37th Annual Brunswick Railroad Days
Saturday, October 3rd and Sunday, October 4th, 2020
10:00 a.m. - 5:00 p.m.

Vendor Application Packet Information

This year the City of Brunswick celebrates its 37th 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 business people, there is a lot to get excited about in Brunswick, Maryland!

We are seeking a wide array of quality, family-friendly vendors, craftspeople 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 glass-blowers 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.

In addition to the vendor fee, vendors are required to submit a separate deposit check for \$65 to be held until the end of the event to ensure participation for the entire event. **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.

Railroad Days will be held rain or shine.

Information and updates regarding the event can be found at www.brunswickrailroaddays.org and on the Brunswick Railroad Days Facebook page.

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To participate in 2020 Brunswick Railroad Days, please complete and return the following by
September 18, 2020:

- 1) Vendor Application
- 2) "Terms of Participation" Form
- 3) "Indemnity/Hold Harmless Agreement" Form
- 4) Two (2) photos of your product/display (if applicable)
- 5) Deposit **Check** -- \$65
- 6) Vendor Fee – Payable by check, cash, or credit card

Return the application, forms, photos (if applicable), **separate deposit check**, 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 22, 2020 if your application has been accepted, at which time your payment will be processed.

No applications will be accepted after September 18, 2020.

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

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www.brunswickrailroaddays.org and on the Brunswick
Railroad Days Facebook page.

2020 RAILROAD DAYS – VENDOR APPLICATION

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****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 LGiff@BrunswickMD.gov to check availability before sending in your application ****

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.

VENDOR TYPE

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

Please select box for Vendor Type:

- Non-Profit – \$25
- Business/Crafter – \$50
- Food Vendor (Non-Profit) – \$75
- Food Vendor (Profit) – \$100

FOOD VENDORS ONLY (check box if needed):

- Water Hook-Up
- Electrical Requirements*** (list amps needed): _____

*****ADDITIONAL FEE FOR ELECTRIC USE - \$25**

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

Space Preference (**not guaranteed**): _____

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VENDOR INFORMATION

Vendor Name:	
Contact Name:	
Contact Phone #:	
Email Address:	
Street/PO Address:	
City, State, Zip:	
Website:	

Description of food, craft items, etc.
(Must match Health Department Food Permit):

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

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VENDOR DEPOSIT

Vendor Name: _____

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.

Amount Enclosed: \$65

Check #: _____

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VENDOR FEE

Vendor Name: _____

Payment Type:

- Check – (Check # _____)
- Cash (**do not send cash; if paying by cash, please do so at City Hall**)
- Credit Card (See Below)

Credit Card Information

Check one: Visa MasterCard Discover

Credit Card #:

Expiration Date:

CVC Code:

Signature:

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TERMS OF PARTICIPATION

1. The City of Brunswick, MD, is sponsoring *Brunswick Railroad Days* on Saturday and Sunday, October 3rd & 4th, 2020, 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 2, 2020 or at 7AM on Saturday, October 3rd and Sunday, October 4th. **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 2nd, 2020. 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 18, 2020 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 22, 2020 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:	Date:
Signature:	Date:

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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 3, 2020, and Sunday, October 4, 2020, as well as any vendor set-up on Friday, October 2, 2020.**

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:	
Contact Name:	
Contact Phone #:	
Email Address:	
Street/PO Address:	
City, State, Zip:	
Website:	

Name (Printed):	Date:
Authorized Signature:	Date: