



Game Vendor Agreement

Standards – Game Vendors

- Vendor shall furnish all tables, chairs and equipment relative to your display. Where applicable, tables must be covered to the ground to ensure a neat and uniform appearance. Stock boxes must be stored under tables, out of the way of the public and adjacent operators.
- Westminster Fallfest is a family-centered event. All games, prizes or displays shall be subject to Westminster Fallfest, Inc. approval in order to ensure consistency with overall Festival image.
- Trash must be stored in containers, and not solely in bags. Vendor is responsible for removing trash at the end of each day, or more frequently as needed, to designated area.
- Each exhibitor/vendor is responsible for obtaining the appropriate permits and licenses as required for your business.
- Each exhibitor is responsible for knowing all laws and regulations as set forth by the city, county, and state that pertain to your business
- All exhibitors/vendors required to pay Maryland State Sales Tax must do so on an individual basis. Please contact the Comptroller of the Treasury, for the State of Maryland, Retail Tax Division to determine your individual responsibilities with regard to Maryland State Sales and Use Tax.
- Safety and appearance are critical to the success the Fallfest Event. All canopies and tables must be in good condition, attractive in appearance and free-standing or secured with bricks or blocks.
- Upon arrival, Vendor must check-in with designated Fallfest representative.
- Game vendors are required to operate throughout the festival. Festival hours are Thursday and Friday - 6 pm to 10 p.m., Saturday 10 a.m. to 10 p.m. and Sunday - 12 noon to 6 pm, September 24-27, 2015.
- These standards are in addition to the Terms and Conditions of the Game Vendor Agreement.

Please contact Westminster Fallfest with any questions concerning this agreement via telephone at 410-751-5501 via email at WestminsterRec@westgov.com.



Westminster Fallfest, Inc.

September 24-27, 2015

Game Vendor Agreement

Westminster Fallfest, Inc. (*Sponsor*) and the individual or organization described below (*Vendor*) agree that subject to the terms and conditions of this agreement, **Vendor** shall operate only those games specified and approved by **Sponsor** at Fallfest, a festival which **Sponsor** coordinates in Westminster, Maryland, September 24-27, 2015.

Vendor and Games

Individual or Organization Name:

Contact: _____

Address: _____

City: _____ State _____ Zip Code: _____

Phone: Day: _____

Evening: _____

Email Address: _____

Description of Games to be
Operated:* _____

**Vendor agrees to operate only those games listed, and which are approved by the Sponsor.*

For-profit organization _____ Not-for-profit organization _____

List events in which you have participated



Electrical - Sponsor will provide one (1) receptacle with two (2) outlets (duplex) with a maximum of 20 amps included with fee for lighting or other limited power requirements.

Fee Schedule

Fee: \$150.00 (if paid by July 31) \$175.00 (if paid by Aug. 31) \$200 (if paid after Aug. 31)

Fee includes a space 10 ft. wide x 10 ft. deep. Additional booth space can be purchased in increments of 10' x 10'. Maximum booth size shall be no more than 20' wide by 10' deep. Electrical hook-up is included in basic booth space fee. All extension cords are provided by Vendor, and must be a minimum of 100' commercial grade heavy duty GFI rated.

	<u>Qty</u>	Booth Space: \$	_____
Additional 10' x 10' (max. 1 per vendor)	_____	X \$100	_____
	Total:		_____

Complete this agreement, sign and return along with a check to cover the appropriate fee
For any application submitted after August 31, 2015, the payment must be made by money order or cash.

Mail to: *Westminster Fallfest, Inc., 11 Longwell Avenue, Westminster, MD 21157*

Terms and Conditions

Read carefully and initial each item in agreement:

- ___ **Game vendor booth fees are non-refundable!**
- ___ Vendor agrees to mandatory participation all four days during the following festival hours:
Thursday and Friday - 6 pm to 10 pm, Saturday 10 am to 10 pm and Sunday - 12 noon to 6 pm, September 24-27, 2015.
- ___ Contracts cannot be reassigned or transferred. Subletting all or part of your space and/or electricity is not permitted. *Violation of this rule will void your contract and result in immediate removal from premises with no refund of any fees paid.*
- ___ Westminster Fallfest, Inc. will do an amp check of each vendor utilizing electrical service prior to the opening of the festival. Vendors causing breakers to trip are responsible for resetting that breaker. Fallfest will assess a \$25 fee per incident if an electrician is required to reset breakers.
- ___ Set up hours are as follows:
Wednesday - 9 am to 9 pm - weather permitting (*no overnight security provided*)
Thursday - 9 am to 4:30 pm (*vehicles off festival grounds by 4:30 pm*)
Friday, Saturday & Sunday - anytime prior to festival opening. All vehicles shall be removed from the festival grounds 1/2 hour prior to opening.
- ___ Vehicles other than those integral to game display are prohibited on festival grounds.



____ Overnight camping on Fallfest grounds is strictly prohibited. Please contact Carroll County Office of Tourism at (800) 272-1933 or <http://www.carrollcountytourism.org/> for nearby lodging.

____ Vendor is responsible for supplying own tables, chairs, equipment, personnel and signage. Booth signage is to be no wider or higher than the booth space.

____ Sponsor is not responsible for Vendor's property. Uniformed City Police will be on duty at the festival grounds throughout the festival.

____ ***Westminster Fallfest is a rain or shine event—NO EXCEPTIONS!***

____ Sponsor reserves the absolute right to terminate this agreement in the event Vendor sells or attempts to sell any product or service other than those specified, or breaches any of the terms and conditions for Fallfest concessionaires. In the event Sponsor terminates this Agreement pursuant to this paragraph, Vendor shall immediately cease any activities at Fallfest, remove all equipment, personnel, and other property from Fallfest, and forfeit any fees paid to Sponsor.

____ Westminster Fallfest Inc. shall not be held liable for accidents, environmental conditions, acts of God, severe weather, or any other legitimate condition beyond the control of Westminster Fallfest Inc.

By submitting a signed copy of this form, I am requesting space at Fallfest 2015 (Sept. 24-27). I agree to pay fee required, payment in full to accompany this form. I understand that Fallfest is a rain or shine event. I agree to comply with all rules and regulations governing Fallfest. I affirm that I am the duly authorized representative of the undersigned company or organization, subscribe and agree to all terms, conditions and authorizations contained in this contract. Vendors and exhibitors agree to hold the City of Westminster, Westminster Fallfest, Inc. and its sponsors harmless from any and all liability arising out of Vendor's participation in Fallfest 2015. Westminster Fallfest, Inc. and the City of Westminster will not accept responsibility for damage or injury to persons or property, including exhibits, merchandise and vehicles, during Fallfest.

Sponsor

Vendor

Date of Acceptance_____

Date of Agreement_____

Westminster Fallfest, Inc.

Vendor_____ (Print name)

By_____ (Signature)

By_____ (Signature)

