

# *Fort Ritchie* COMMUNITY CENTER

## *2019 Spring Craft Bazaar*

Dates: Saturday, April 6th, 2019  
Time: 9 a.m. to 3 p.m.  
Location: Ft. Ritchie Community Center, 14421 Lake Royer Drive, Cascade, MD, 21719  
Address: FRCC – 14421 Lake Royer Drive, Cascade, MD, 21719  
Contact: Bev Coyle - 301-241-5085 Bcoyle@thefrcc.org

### VENDOR APPLICATION AND CONTRACT

**IMPORTANT NOTE:** Applications are accepted on a first come, first served basis.  
(Payment must accompany application.)

(PLEASE PRINT CLEARLY)

Name (Individual/Group and Contact Person): \_\_\_\_\_

Address: \_\_\_\_\_

Best phone # \_\_\_\_\_ Email: \_\_\_\_\_

Description of all items to be sold:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**No Food or beverages may be sold on Fort Ritchie Community Center property.**

Price range of items: \_\_\_\_\_

## Reservations and prices

Please complete the rest of this form. Your signature is required on the last page.

**2019 BAZAAR: Spring Bazaar –April 6, 2019**

\$30 per space \_\_\_\_# of spaces requested

\$5 per table + 1 chair (while supplies last) \_\_\_\_# of tables requested

Other requirements for your display: \_\_\_\_\_

**\* Limited Jewelry spaces available per event.**

**\* FRCC is a non-profit organization.**

*Please note: you must provide your own extension cords if you need electrical outlets. You must also provide your own tables unless reserved from FRCC. (We have a limited number of tables, so request them early!) Only one vendor per trademarked business (e.g. LulaRoe, Tastefully Simple, Scentsy, Avon, Longaberger, etc.).*

### VENDOR TERMS AND CONDITIONS

**Please read these terms and conditions carefully. We will be glad to answer any questions.**

1. Each proposed vendor must submit a completed Vendor Application to be considered for the 2019 Bazaars. Only applicants approved by the Fort Ritchie Community Center (FRCC) will be permitted to participate as vendors.

**Along with this application, please include:**

a. Cash, money order or check (payable to Fort Ritchie Community Center) for the total amount including the space(s) and table(s) you are requesting. **All fees are due at the time the application is submitted. Applications must be received at the Fort Ritchie Community Center no later than two weeks before the event. Return completed applications to FRCC courtesy desk or mail to: Fort Ritchie Community Center, 14421 Lake Royer Drive, Cascade, MD 21719**

b. At least 2 (two) photographs of the merchandise you plan to sell at the bazaar(s). Include a photo of your booth display if available as well as pamphlets, brochures and flyers (non-returnable).

2. A waiting list may be established. If space does become available, vendors will be notified in the order the applications were received.

3. If a vendor decides to cancel, a 100% refund may be given if cancellation is received more than 30 days prior to the event. A 50% refund may be given for notice received between two weeks and 29 days prior to the event. No refunds will be provided when notice is received within two weeks of the event.

4. Sales/Taxes: All proceeds of a vendor's sales shall be retained by the vendor. Each vendor is responsible for collection and remittance of all taxes relating to its sales. The Fort Ritchie Community Center is not responsible for any failure by the vendor to collect and remit such taxes in accordance with applicable law.

5. Vendor Health Permits: Vendors selling a food product of any kind are responsible for knowing and abiding by the policies set forth by the Washington County Health Department (WCHD). Vendors will be required to display a current Health Permit issued by WCHD. Contact WCHD at 240-313-3200 for more information.

6. FRCC is not responsible for duplicate vendors.

### VENDOR ACTIVITIES AND OPERATIONS

1. Each vendor shall operate its business during the 2019 Bazaars in a professional manner AND for the entire time of the scheduled bazaar: 9 a.m. until 3 p.m. Vendors may arrive by 6:00 a.m. on the day of the bazaar for set-up or 12:00 p.m. - 5 p.m. the day prior to the event. Set-up space will be assigned by FRCC on a first-come, first-served basis.

2. Each vendor is responsible for assembly, delivery, maintenance, teardown and removal of all property. Vendors will **NOT** be supplied with tables unless they were reserved and paid for.
3. Each vendor shall display and offer for sale only such merchandise as identified in the Vendor Application. FRCC Staff retains the right to have vendors remove merchandise for any reason.
4. Limited electrical outlets are available. Vendors needing outlets will have to supply their own extension cords. Please specify if electricity is needed.
5. Each vendor shall, at all times, be responsible for the vendor's own booth and all property located therein, including without limitation, display equipment and materials, merchandise, inventory and money. No insurance of any kind will be furnished for the vendor.
6. Each vendor agrees to hold FRCC Staff, its directors, officials, officers, agents, independent contractors, members, volunteers, or any third party harmless from any and all liability to persons or property, including without limitation, all losses, damages, liabilities, fines, penalties, and expenses (including reasonable attorneys' fees) to the extent arising out of or resulting from any theft, personal injury, property damage, infringement of any patent, copyright, trademark or trade secret right, or other intellectual property right, private right, or any other proprietary of personal interest, and related by circumstances to the vendor's participation in the 2018 Bazaars.
7. Applicant's signature on the Vendor Application form shall constitute acceptance of all terms and conditions described herein.

*The undersigned Applicant hereby (a) acknowledges receipt of a copy of the Vendor Terms and Conditions, (b) acknowledges its agreement to all the provisions of the Vendor Terms and Conditions, and (c) agrees that the Applicant's business name, website, information and images may be used in event-related publicity materials.*

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**Applicant's Signature**

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**Date**