



## *2022 Spring Craft Bazaar*

Dates: **Saturday, April 30, 2022**  
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): \_\_\_\_\_

Business or Company \_\_\_\_\_

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

\_\_\_\_\_

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

Description of all items to be sold: Example-Scentsy wax melts, Tastefully simple mixes, home décor, jewelry-(homemade or brand), wreaths, crochet ect.

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

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

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

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

Food will be available for purchase by the Fort Ritchie Community Center- No food vendors.

**Reservations and prices**

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

**2022 BAZAAR: Spring Bazaar –April 30, 2022**

**\$30 per space \_\_\_\_# of spaces requested (limit 2)**

**\$5 per table \_\_\_\_# of tables requested, chair to use for event.**

**Other requirements for your display- example- electric, wall space, additional chairs-**

- \* Reserve tables early as supplies are limited.**
- \* Limited Jewelry or Multi-level Marketing business spaces available per event.**
- \* FRCC is a non-profit organization.**
- \* Limit 2 spaces per person available to rent.**

*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.). Chairs are available to use during event.*

**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 2022 Bazaars. Only applicants approved by the Fort Ritchie Community Center (FRCC) will be permitted to participate as vendors. **Along with this application, please include:** 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 one week before the event. Return completed applications to FRCC courtesy desk or mail to: Fort Ritchie Community Center, 14421 Lake Royer Drive, Cascade, MD 21719**
2. 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).
3. A waiting list may be established. If space does become available, vendors will be notified in the order the applications were received.
4. If a vendor decides to cancel, a 100% refund may be given in the form of credit to be used at a future event and must be 30 days prior to the event date. Credit will not be issued for last minute cancellations. If the event is cancelled by FRCC, refunds will be given as credit or paid to vendor.
5. 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.
6. 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.
7. FRCC is not responsible for duplicate vendors.

**VENDOR ACTIVITIES AND OPERATIONS**

1. Each vendor shall operate its business during the 2022 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. – 6:00 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 2022 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.*

\_\_\_\_\_  
**Applicant’s Signature**

\_\_\_\_\_  
**Date**