



# Spring Craft Bazaar

Date | Time: **Saturday, April 27, 2024 | 9 AM to 3 PM**  
Location: Fort Ritchie Community Center, 14421 Lake Royer Drive, Cascade, MD, 21719  
Contact: Bev Coyle: 301-241-5085 | bcoyle@thefrcc.org

## VENDOR APPLICATION AND CONTRACT

**Applications are accepted on a first-come, first-served basis. Payment must accompany application. (PLEASE PRINT CLEARLY)**

Name (Individual or Contact Person): \_\_\_\_\_

Business/Company \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of **all** items to be sold i.e.: Scentsy wax melts, Tastefully Simple mixes, décor, jewelry (homemade or brand), wreaths, crochet (be specific: blankets, hats, animals), etc.

\_\_\_\_\_  
\_\_\_\_\_

**Spaces are 8 ft deep x 10 ft wide**

**\$40 per space** \_\_\_\_ # of spaces requested (limit 2)

**\$10 per table** \_\_\_\_ # of tables requested (max 3 per space) - 1 chair provided

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

\_\_\_\_\_  
**\*Not all special requests can be honored, but we will do our best to accommodate.**  
*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**

**FRCC is a non-profit organization, all fees for the bazaar support free community events and low-cost programs and services.**

**VENDOR TERMS AND CONDITIONS: Please read these terms and conditions carefully.**

1. Each proposed vendor must submit a completed Vendor Application to be considered for the Craft Bazaars. Only applicants approved by the Fort Ritchie Community Center (FRCC) will be permitted to participate as vendors. **Along with the 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 when the application is submitted. Applications must be received at the Fort Ritchie Community Center (FRCC) no later than two weeks before the event. Return completed applications to the FRCC courtesy desk or mail them to: Fort Ritchie Community Center, 14421 Lake Royer Drive, Cascade, MD 21719**
2. If you are a new vendor, you must include at least 2 (two) photographs of the merchandise you plan to sell at the bazaar(s). Include a photo of your booth display, 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 will be given in the form of a credit to be used at a future event and must be canceled 30 days before the event date. Credit will not be issued for cancellations less than 30 days before the event. If the event is canceled per FRCC, refunds will be given as credit or paid to the vendor.
5. Sales/Taxes: All proceeds of a vendor's sales shall be retained by the vendor. Each vendor is responsible for the 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 Craft Bazaars in a professional manner AND for the entire time of the scheduled event: 9 AM until 3 PM. Vendors leaving before the event ends may be refused spaces at future events.
2. **Set Up: Vendors may set up from 3 PM – 6 PM. the day before the event and 6 AM – 8:30 AM the day of the event.**
3. Each vendor is responsible for assembly, delivery, maintenance, teardown, and removal of all property. Each vendor shall always be responsible for the vendor's booth and all property therein, including display equipment and materials, merchandise, inventory, and money. No insurance of any kind will be furnished for the vendor.
4. 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.
5. Limited electrical outlets are available. Vendors needing outlets will have to supply their own extension cords. Please specify if electricity is needed.
6. Vendors will **NOT** be supplied with tables unless they are reserved and paid for.
7. 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 Craft Bazaars.
8. Applicant's signature on the Vendor Application form shall constitute acceptance of all terms and conditions described herein.