



## **RIVERFEST IN HISTORIC CHARLESTOWN, INC.**



Dear Friends:

You are cordially invited to participate in the 9th annual "RiverFest" sponsored by RiverFest in Historic Charlestown, Inc. This 2-day event will be held along the waterfront in Charlestown, Maryland on Saturday, September 10, 2011 from noon until dusk and on Sunday, September 11, 2011 from noon until 6:00 pm. Proceeds generated from "RiverFest" will be used to advance youth activities in the Town of Charlestown.

Planned activities for the "RiverFest" weekend include:

- Parade on Saturday to begin the festivities
- FREE children's fishing tournament sponsored by MSSA & The Mariner
- Carnival
- Children's activities and games
- Live music
- Fireworks Productions, Inc. fireworks show at dusk on Saturday

Sunday will include more activities, music and entertainment. It is a fun weekend for the entire family!

We would like to invite you to participate in "RiverFest" as a vendor. Vendors may reserve a space (approx. 10' x 10') by completing the attached reservation form and returning it with the appropriate fee to: **RiverFest in Historic Charlestown, Inc., PO Box 453 Charlestown, MD 21914. Vendors must supply their own tables, chairs, canopy, etc. Vendors needing electric must bring their own generator. The generator must be well maintained and quiet. Health Department and Maryland Sales Tax requirements are the responsibility of the vendor.**

The fee for your space is used to advertise in the Mariner, Cecil Whig, Cecil Guardian, WXY, Newark Post, Oxford Flier, Nor'Easter and many other places. You also have guards overnight to protect your space.

Set-up may begin at 7:00am on September 10, 2011 and should be completed by 10:00am. There will be street closures and there will be **no motor vehicle access to vendor sites after 10am**. Friday night set up is also available from 6pm-10pm. Security will be provided. More detailed information will be available in forthcoming correspondence. Your cancelled check will be confirmation of your reservation. "RiverFest" will be held **RAIN OR SHINE!**

We look forward to another fantastic turn-out to help make "RiverFest" a success. Don't be left out; act now to reserve your space. Vendors may obtain additional information by contacting Phil Miklas at 410-287-9353. You can fax your form to 443-303-4088, but follow it up with your original form and payment.

Sincerely,

Phil Miklas  
Vendor Chairperson

Enc.

# “RiverFest in Historic Charlestown, Inc.” Reservation Form - Vendors

Event date – September 10 and 11, 2011

Name of participant \_\_\_\_\_

Contact person \_\_\_\_\_

Phone number (required) \_\_\_\_\_ E-mail address \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Description of exhibit: \_\_\_\_\_

**Would you be willing to donate to the pot luck raffle?** (Circle one please)      Yes      No

**NOTE: NO ALCOHOLIC BEVERAGES ALLOWED**

**Type of Space / fee for each**

**No. of Spaces**

**Amt. Enclosed**

**All prices listed are for the entire weekend**

|  |       |       |
|--|-------|-------|
| Non-food Vendor non-resident @ \$100.00/wknd.                    | _____ | _____ |
| Non-food Vendor Charelestown res. @\$65.00/wknd                  | _____ | _____ |
| Food Vendor non-resident @ \$200.00/wknd.                        | _____ | _____ |
| Food Vendor Charlestown resident @ \$95.00/wknd.                 | _____ | _____ |
| Not-for-profit entity @ \$25.00/wknd. (additional spots reg fee) | _____ | _____ |

Please include full payment and make all checks payable to **“RiverFest in Historic Charlestown, Inc.”**.

**Payment/space reservation is non-refundable.** Spaces will be assigned as reservations are received on a **“first-come, first-serve”** basis and as long as space is available. Please **read, sign and return the following by August 17, 2011:**

**Waiver of Liability**

I have read, understand, and accept the terms and conditions on this form, the letter of invitation, and the rules and regulations of Riverfest in Historic Charlestown, attached hereto and made a part hereof as if fully set forth herein, and indicate so by signing this form below, I agree to and will follow all rules and regulations set forth on this form, and the accompanying invitation.

I am over the age of eighteen and agree to accept responsibility for the conduct of all persons assisting with my booth/display at RiverFest. An adult will be present at all times at my booth/display. I understand that a Certificate of Liability Insurance must be supplied before setup at Riverfest, from an insurer approved by Riverfest, including Riverfest in Historic Charlestown, Inc. , the Town of Charlestown, and the Wellwood Yacht, Inc., named as additional insured’s. The vendor is encouraged to maintain appropriate liability insurance with minimum coverage of One Million (\$1,000,000) Dollars, including Bodily Injury and Property Damages. Insurance must cover set up day and the days of the festival. I understand and agree that I will report any and all injuries or damage immediately to the designated representatives of Riverfest in Historic Charlestown, Inc. I understand that there is a risk of personal injury associated with the activities and events of Riverfest. I agree that my participation in these events is at my sole risk, and that the Riverfest in Historic Charlestown, Inc., the Town of Charlestown, the Wellwood Yacht Club, Inc. and the employees, officers, directors, agents, successors, and assigns of each of these named groups, (herein collectively referred to as “the sponsors”) will not be liable to me for any claims, demands, actions, or damages for bodily injury or property damage arising out of or in connection with the event. In consideration of Riverfest in Historic Charlestown, Inc. accepting my reservation for this event, on behalf of myself, my heirs or assigns, I hereby release, discharge, indemnify and hold harmless the sponsors from all claims, demands, injuries, damages, and causes of action, and from all acts of passive negligence on the part of the sponsors.

The entire agreement between the parties is set forth in this document and attached (invitation, registration, and rules and regulations.

Signature of Participants(s) \_\_\_\_\_

\_\_\_\_\_

**Riverfest in Historic Charlestown, Inc.**  
**RIVERFEST**  
**September 10 – September 11, 2011**

**RULES, REGULATIONS & OTHER INFORMATION GOVERNING THE VENDOR**

1. **The VENDOR** agrees to abide by all rules and regulations of the Riverfest in Historic Charlestown, Inc., (hereinafter "Riverfest"). The disregard of any Rule or Regulation or order issued to vendor or concessionaires forfeits all contracts and rights without recourse and **IMMEDIATE REMOVAL** from the grounds.
2. **Only products agreed to by the Riverfest in Historic Charlestown, Inc may be sold.**
3. Vendor's display must not interfere with adjacent displays in any way. Loud and unseemly noises will not be permitted. Displays must be adjusted upon the request of Riverfest.
4. The Riverfest personnel will have full supervision and authority over all wiring used. Vendors needing electric must bring their own generator. The generator must be well maintained and quiet.
5. Temporary buildings, tents, trailers and other enclosures must have the prior approval of the Riverfest. These enclosures must fit within the leased space. **This includes overhangs canopies, doors and hitches!**
6. Vendor agrees to hold Riverfest, the Town of Charlestown and the Wellwood Yacht Club, Inc. harmless from any and all liability arising out of the vendor's occupancy of the grounds. Riverfest, the Town of Charlestown and the Wellwood Yacht Club, Inc. cannot accept responsibility for damage or injury to persons or property, including exhibits, during the Riverfest. Riverfest will not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract. Vendors must abide by all public safety regulations and/or decisions of the representatives of local fire departments, police departments, or the Riverfest Board of Directors.
7. Food booths are required to display the following: **1) Health Certificate; 2) Fire Extinguisher.**
8. Propane & Helium tanks must be anchored and secured. PIT BEEF TYPE GRILLS must allow 4 feet **Clearance** from neighbors' side boundaries.
9. **Grease and grease** products **MUST BE DUMPED IN GREASE DRUMS PROVIDED BY THE RIVERFEST OR REMOVED FROM THE RIVERFEST GROUNDS.** Do not dump grease or grease products in the portable toilets, lavatories or on the ground. **\$100.00 FINE!**
10. All Vendor trash must be hauled to the designated areas each day, or as needed. It is not to be left in or around trash cans or your booth. This is YOUR responsibility, NOT the Maintenance Crews!
11. Security will be provided during the festival. Though security is provided, Riverfest, The Town of Charlestown and the Wellwood Yacht Club, Inc. will not be responsible for any loss or damage to your exhibit or booth.
12. If booth or exhibit must be supplied each day by vehicle, it must be completed one (1) hour prior to the opening of the Riverfest. Deliveries by vehicle will not be permitted after these times. **ALL VEHICLES MUST BE PARKED IN THE DESIGNATED PARKING AREAS.**
13. Booth set-up can start Friday, September 9, 2011, at 6 p.m. through 10 p.m.. On Saturday, September 10, 2011, Set-up may begin at 7:00am and must be completed by 10:00am.. On Sunday,

September 11<sup>th</sup>, 2011, Set-up and or restocking of a booth may occur between 7 a.m. and 10 a.m. After such time, streets in the festival area will be closed and there will be **no motor vehicle access to vendor sites after 10am which will be strictly enforced**. Festival hours of operation will begin Saturday, September 10, 2011 at 10 a.m. through the end of the fireworks display on Saturday evening. On Sunday, September 11, 2010, the hours of operation will begin at 10 a.m. through 6 p.m..

14. Any space not occupied by 10 a.m., Saturday, September 10<sup>th</sup>, shall be forfeited by the Vendor and the space may be resold or reassigned by Riverfest without refund, unless a request for delayed occupancy has received prior approval.
15. All vendor's booths must be attended by a person being eighteen (18) years of age or older, at all times, during hours of operation of the festival.
16. Booths **CANNOT** be removed or broken down before 6pm on Sunday, September 11<sup>th</sup>. Noncompliance with this time will **forfeit future contracts** with the Riverfest.
17. All Vendors and booths must be removed from the grounds by 8 p.m. Sunday, September 11<sup>th</sup>, unless previous arrangements are made with the management. Please see to it that your area has been PROPERLY CLEANED with all trash taken to the dumpster.
18. Riverfest reserves the right to rule on any question which is not addressed in this contract without grief or recourse. Interpretation by the Riverfest Board of all rules is final and binding upon all vendors.
19. Vendors are required to keep with the overall family oriented theme of the Riverfest.
20. This contract cannot be reassigned. Subletting all or part of the space is not permitted.
21. Vendor coordinator makes all final decisions as to what booth spaces each vendor gets assigned. Requests will try to be accommodated whenever possible.
22. Riverfest does not supply tables & chairs.
23. Riverfest will be held **RAIN OR SHINE!**.