

33rd Annual Brunswick Railroad Days
Saturday, October 1 and Sunday, October 2, 2016
10AM to 5PM

Vendor Application Packet

This year will mark the 33rd Annual Brunswick Railroad Days, an annual two-day festival that takes place the first weekend of October. We are seeking vendors, entertainers, and non-profit organizations which would like to join us in celebrating all of the great things Brunswick has to offer. From our history as one of the hubs of the B&O Railroad and our past and current connections to the Chesapeake and Ohio Canal, to the spectacular beauty of the Potomac River and the amazing talent of our local performers, artists, and local business people, there is a lot to get excited about in Brunswick, Maryland!

We are seeking a wide array of quality, family-friendly vendors, craftspeople and entertainers to participate in this year's Brunswick Railroad Days. General and railroad/train themed merchandise, quality hand and/or home-made arts and crafts including: painting, photography, ceramics, wood-working, textiles, stained-glass, candles, jewelry, multi-media, and more will be considered. Organizers are looking to highlight artisans, crafters and demonstrators, such as blacksmiths, weavers, candle makers, and glass-blowers to display their handiwork and demonstrate their craft. Please contact festival organizers to discuss the opportunities available. The festival will include: entertainment, shopping, delicious food, model trains, railroad exhibits, children's activities, and, of course, train rides! Vendors may refer to the Vendor Application for a list of all applicable fees for participation.

In addition to the participation fee, vendors are required to submit a separate check for \$50 to be held until the end of the event to ensure participation for the entire event. Checks will only be cashed if the vendor leaves the event prior to 5PM on Sunday, October 2, 2016; otherwise, the check will be given back to the vendor on Sunday afternoon at the event.

Railroad Days will be held rain or shine.

(Please see the other side for vendor information)

To participate as a crafter, food vendor, or organization, please complete and return the following by August 1, 2016 in order for your application to be considered:

- 1) Vendor Application**
- 2) "Terms of Participation" Form**
- 3) Indemnity/Hold Harmless Agreement**
- 4) 2 Photos of Your Display and Product**
- 5) Participant Payment**
- 6) \$50 Participant Deposit**

Return the forms, photos (if applicable), and checks made payable to the **City of Brunswick** or credit card information to **City Hall (1 West Potomac St., Brunswick, MD 21716, Attn: Railroad Days)**, no later than **August 1, 2016**. You will be notified on a rolling basis by mail and/or email by September 1, 2016 if your application has been accepted, at which time your payment will be processed.

Applications received after August 1, 2016 will be reviewed on an individual basis and will be charged a late fee of double the entrance rate. **No applications will be accepted after September 16, 2016.**

If you have questions, please contact City Hall at (301) 834-7500 or by email at BrunswickRailroadDays@BrunswickMD.gov.

2016 Brunswick Railroad Days Vendor Application

Vendor Type:

**Food vendors must include a copy of vendor Health Department Food Permit.*

**Due to availability, electric and water connections will only be available to food vendors. Portable battery power provided by the vendor is permissible. No gas powered generators.*

NOTE: All fees are for ONE 12' x 10' space

- Non-Profit – \$50
- Business/Crafter – \$75
- Food Vendor (Non-Profit) – \$100
- Food Vendor (profit) – \$125

FOOD VENDORS ONLY:

- Water Hook-Up (Check box if “yes”)
- Electrical Requirements (list amps needed): _____

of Spaces: _____

If you have a preferred location, please indicate below:

Preferred Location: _____ Space #: _____

Vendor Deposit

Amount Enclosed: _____ **Check #:** _____

(Please Note: Applications will not be considered unless a “Vendor Deposit” has been received)

Vendor Fee

Payment Type:

- Check – (Check # _____)
- Cash
- Credit Card (See Below)

Credit Card Information

Circle one: Visa MasterCard Discover

Credit Card #: _____

Expiration Date: _____

CVC Code: _____

Signature: _____

Vendor Information

Name:	
Phone #:	
Email Address:	
Business Name:	
Address:	
City, State, Zip Code:	
Website:	

MD Tax Number/Social Security Number: _____

Description of food, craft items, etc. (Must match Health Department Food Permit): _____

Size/Type of Trailer or Tent/Stand: _____

Request for RR Days Promotional Items: # of Rack Cards _____
 # of Posters _____

2016 Brunswick Railroad Days Terms of Participation

1. The City of Brunswick, MD, is sponsoring a *Railroad Days Festival* on Saturday and Sunday, October 1 and 2, 2016, from 10AM to 5PM. **The event will be held rain or shine.**

2. Outdoor spaces will be provided along East Potomac Street and West Potomac Street and other areas. **Spaces are limited to 12' x 10' and are uncovered. Please bring your own tables, chairs, and canopies. Please do not drive any canopy stakes into road, or sidewalk surfaces.**

3. Craft Vendors: Set-up time for outdoor crafters is after 9PM on Friday evening, September 30 or at 7AM on Saturday, October 1 and Sunday, October 2. Please unload all tables, crafts, and canopies as quickly as possible, then move vehicles to an authorized parking area before you set up. Police patrols and security will be in the immediate area overnight, so vendors can leave tables and canopies set up overnight at their own risk, if they prefer. No guarantees are offered or implied regarding theft or vandalism. Food Vendors: Set-up time is Friday, September 30 after 8PM. If planning to set-up Friday, vendors **must** notify the Events Coordinator the week before the event to set up an appointment. The City needs to hook up all electric and water lines the day before the festival. On Saturday and Sunday, after unloading supplies, please be sure to move vehicles to an authorized parking area. The City will be closing roads to vendor spaces at 9AM. **Applications and a current copy of Health Department Food Permit must be received by August 1, 2016 in order to assign spaces.**

4. **All crafters, food vendors, and organizations must stay in their assigned space.** No direct solicitation of sales, loud yelling, threats, or vulgarity from your space is permitted. If this rule is violated, you will be directed to leave without a refund.

5. **Railroad Days closes at 5PM both days. Vehicles are prohibited in vendor areas between 9AM and 5:30PM.** Please note that the time for getting back into the assigned space in the evening is for safety reasons. This will give spectators time to leave the area. There will not be a storage area available for overnight.

6. **It is the responsibility of the applicant to collect and forward Maryland sales tax to the State.** The City provides the State of Maryland with a list of vendors.

7. **The City of Brunswick and its employees will not be responsible for personal injury, loss, nor damage to property or belongings, whether it be a craft vendor, food vendor, exhibitor, patron, shopper or spectator.** No liability insurance coverage will be provided by the City of Brunswick.

8. **The cancellation deadline is September 16, 2016 to get 50% of the fee refunded, minus a \$5 processing charge. Cancellations after September 16, 2016 or "no shows" the day of the event will forfeit all refunds.** A cancellation due to a medical emergency or a death in the immediate family must provide proof to receive a 50% refund minus a \$5 processing fee after September 16, 2016.

I/We have read, understand, and agree to the City of Brunswick rules and requirements (Terms of Participation above). Violations will result in termination of this agreement.

Signature:

Date:

2016 Brunswick Railroad Day Indemnity/Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned Organization/Individual agrees to indemnify and hold the City of Brunswick, its elected and appointed officials, employees, volunteers, and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability, or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time from there) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of the Organization/Individual, or anyone acting on its behalf in connection with or incident to **Brunswick Railroad Days Festival** scheduled **September 30, October 1, and October 2, 2016**.

Further, except that the Organization/Individual shall not be responsible to the City, on indemnity for damages caused by or resulting from the City's sole negligence; and the Organization/Individual shall, at its own cost and expense, defend any such claims and any suit, action, or proceeding which may be commenced under there; and the Organization/Individual shall pay any and all judgments which may be recovered in any suit, action, or proceeding, and any and all expense including, but not limited to, costs, attorney's fees, and settlement expenses, which may be incurred therein.

Organization/Individual:	
Authorized Signature:	
Name (Printed):	
Street Address:	
Phone #:	
Email Address:	
Website:	