



City of Aberdeen
60 N. Parke Street
Aberdeen MD 21001
(410) 272-1600 Ext. 213
Vickie Horne
Main Street Coordinator
vhorne@aberdeennmd.gov



Event Application

EVENT NAME: _____ EVENT DATE: _____

(Each event date will require a “separate” application and fee.)

FEES (Credit cards are now accepted. Go to <https://www.aberdeennmd.gov/main-street-event-payments>)

1. FOOD TRUCKS & FOOD VENDORS/CATERERS

- **\$100.00 per event** (Note: You must be registered in Harford County or have a temporary food permit for our event. Please provide a copy along with this application.)

Food Truck or Trailer – Length of vehicle _____

Driver/Server Name: _____

Additional Information: _____

2. CRAFTERS & VENDORS

- **\$25.00 per event** (Note: If food items, (must be pre-wrapped) and a copy of a Cottage Permit must be submitted with this application.)
- List Item(s) for sale: _____

VENDOR SPECIFICS

Business/Trade Name	
Business Address:	
Point of Contact Name:	
Mobil Phone No:	
Alternate Phone No:	
E-mail:	
Website:	



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SET-UP DETAILS

Please check what set-up items you will be using.

☐ Tent/Canopy Set-up (size)

☐ Electricity

Additional Information: _____

TERMS AND CONDITIONS TO PARTICIPATE IN THE ABERDEEN EVENTS

- 1) You will dispose of all trash prior to leaving the premises or plan to take it with you. Dumpsters will be on site for vendor use.
- 2) You will be required to adhere to all load in and load out times as stipulated by event coordinators.
- 3) You must be registered in Harford County or have a temporary food permit for our event. Failure to comply with any of the above, you run the risk of not being invited back to future shows.
- 4) To secure your space(s), you must submit this application prior to the event for approval.

By signing below, the above Vendor acknowledges that application submission and approval by the City of Aberdeen and the Main Street Coordinator, DOES NOT reserve event space or guarantee event space availability. Once the application is submitted, a review and approval must be made solely by and at the discretion of the Main Street Coordinator. The Main Street Coordinator may deny any vendor that does not meet the needs of the event and event product quality standards, and this is observed on a case-by-case basis. Event space is limited by product category. The Main Street Coordinator can cancel or modify this agreement at any time. The vendor acknowledges that such Policies and Procedures may be amended from time to time in writing in a timely manner by the Main Street Coordinator and agrees to abide by the terms of any such amendments. If Vendor continues to vend at the Event following the adoption of such amended Policies and Procedures and the Vendor acknowledges that violation of such amended Policies and Procedures may result in loss of the City of Aberdeen's rental privileges.

HOLD HARMLESS/INDEMNIFICATION/COPYRIGHT AGREEMENT

Vendor shall indemnify and hold harmless the City of Aberdeen and Main Street Coordinator, from and against any and all liability, claims, demands, damage, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees for trial and on appeal, of any kind of nature arising out of or in any way connected with this Contract or Vendor's use of the space(s), sale of goods or conduct of business by Vendor, its



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agents, servants, employees, customers, patrons or invitees or any act of omission of Vendor, its agents, servants, employees, customers, patron or invitees.

Vendor is responsible for all monies collected from the sale of Vendor's goods plus collecting and reporting of sales tax. The City of Aberdeen and the Main Street Coordinator are in no way responsible for any lost or stolen monies or items.

Vendors assumes all costs arising from the use of patented, trademarked, or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any Vendor at or related to its operations at the Event; and Vendor agrees to indemnify and hold harmless the City of Aberdeen and Main Street Coordinator from all damages, costs and expenses in law or on account of any patent, trademark, or copyright materials, equipment, devices, processes, or dramatic rights furnished or used by the Vendor in connection with this Agreement and will defend the City of Aberdeen and Main Street Coordinator from any such suit or action, regardless of whether it be groundless or fraudulent.

This Agreement has been entered into in Aberdeen, Maryland and shall be construed in accordance with the laws of Maryland.

Signature below indicates that Vendor has carefully read and understands all the above terms and requirements and the attached as Exhibit "A", Aberdeen Event Policy, and Procedures, and incorporated herein by reference, and that any violation of such may result in loss of City of Aberdeen's rental privileges.

Your Signature (Original or Electronic)_____

Print name_____Date_____

The event fees will be \$25.00 for Vendors and \$100.00 for Food Trucks and/or Food Vendors. Checks are to be paid before the start date and payable to the City of Aberdeen, 60 N. Parke St., Aberdeen, MD 21001. **A \$30.00 fee will be imposed for returned checks, and the vendor privilege of this form of payment will be discontinued.** Credit cards are accepted. Go to <https://www.aberdeennmd.gov/main-street-event-payments>



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Exhibit "A"

City of Aberdeen – Aberdeen Main Street Policy and Procedures

***Initials in the spaces provided in the following sections indicates that the Vendor has carefully read and understands each section ***

PART 1

GENERAL EVENT PARAMETERS

___The Main Street Coordinator is responsible for the recruitment of Vendors, distribution and explanation of event policies and procedures, approval of merchandise to be sold and execution of Vendor agreements. The Main Street Coordinator is responsible for the day-to-day operations of the Event and shall be Vendor's point of contact for questions and issues that arise during the event. The Main Street Coordinator may move any vendor at any time for any reason. The Main Street Coordinator reserves the right to determine whether proposed merchandise meets the event objectives and criteria for participation. No Vendor is permitted to add new ~~items~~ for sale unless the Main Street Coordinator approves it first.

___Product categories permitted to be sold at the Event are limited to plants, and other garden related items, baked goods, produce, dry goods, seasonal items, art, jewelry, and handmade items with qualifying criteria is each category. The sale of flea event resale type items is **not permitted**. All items for sale must be approved by the Main Street Coordinator and the City of Aberdeen, prior to Vendor's use of a space at the event. When adding any additional items to a booth for sale the Main Street Coordinator and the City of Aberdeen must approve such items in advance. A vendor is given a non-exclusive right to sell items and in no way does the Main Street Coordinator's approval constitute granting of an exclusive right to sell such items. NO fund-raising/charitable booths will be approved.

___The vendor fee for the whole event will be \$25.00 per event, Food Trucks will be \$100.00 per event. **The Main Street Coordinator determines where each vendor is placed within the Event and may limit the amount of space to use by any one Vendor.**

SET-UP AND BREAK-DOWN OPERATIONS

___Setup is NOT permitted until application has been approved and all current fees and other monies owed, if any, have been paid to the City of Aberdeen.

___Setup time will be determined by the Main Street Coordinator depending on each individual event. The Main Street Coordinator will determine if vehicles will be allowed in the grass area of Festival Park. Conditions may prohibit vehicle entry into the park and vendors may have to utilize street parking and carry their items to their designated spot in Festival Park. When Vendors are permitted to drive in Festival Park driving should be no faster than walking speed.



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PART II

____ Vendors are responsible for all set up materials including, but not limited to, tables, tents, umbrellas, chairs, signage, and tablecloths. The City of Aberdeen does not supply tables, chairs, tents, etc. Vendors are responsible for bringing their own items.

____ Vendors shall maintain their booths in a neat, organized manner, free from clutter.

____ Vendors must remain for the duration of the event, unless specific arrangements are made with the Main Street Coordinator prior to the event taking place. Breaking down and/or leaving prior to the event ending will result in the ability to participate in future events with the City of Aberdeen.

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ENFORCEMENT OF RULES

____ Violation of any public safety rules or Event policy listed in this Agreement by Vendor or Vendor's staff, or exhibition of improper behavior may result in termination of space rental. Vendors shall generally be given a written warning as a courtesy from the Main Street Coordinator of any such violation but is not required prior to termination. The Main Street Coordinator and/or City of Aberdeen may remove the Vendor if such violation(s) occur without warning.

____ Vendors shall conduct themselves in a courteous and professional manner with other Vendors, Event personnel and Event Patrons. Failure to do so is the cause for immediate removal from the Event.



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PART III

INCLEMENT WEATHER

The Main Street Coordinator and City of Aberdeen's prime concern is safety during bad weather conditions, such as wind, rain, and lightning. The following policies will be enforced for each event. It is understood that the prime concern for the Vendor is the preservation of merchandise, thus the following policies have been established.

The Main Street Coordinator will use his/her best judgement based on visual conditions, media weather radar in surrounding areas to assess whether the event shall take place.

*It is recommended the Vendor devise a "Quick Break-down Plan" to maximize the speed and protection of merchandise when poor weather occurs.

____ The Vendor shall Not break-down or independently end its event day without the consent of the Main Street Coordinator. It is the correct event procedure to follow through to the completion of the event day.

____ The Vendor is permitted at any time to protect merchandise by covering it with a tarp or using tent sides during sudden weather changes.

____ Umbrellas and tents should be upright and tied down or anchored and secured appropriately with proper weighted bases.

While at the Event, it is your responsibility that you adhere to all State and Harford County Health Department Codes. A copy of any applicable license(s), state and/or county, must be included with your application.

An email will be sent to the address on the application that you have been approved.

**FOR MAIN STREET COORDINATOR'S
USE ONLY**

Approved location: _____

Approval Condition: _____