



Concessionaire Agreement
Common Ground on the Hill's Roots Music & Arts Festival
July 14, 2018

at the Carroll County Farm Museum, Westminster, MD

For Prime Consideration: Please complete, sign and return the agreement by **June 1, 2018**

VENDOR FEES:

Craft Vendor: The total cost of this concession will be 15% of your total sales. This fee will be due at close of Festival business on **Saturday, July 14, 2018**.

Food Vendor: The total cost of this concession is a **\$300.00** booth fee. There is also a new processing fee instituted by the Carroll County Health Department. Please include a check **written to the Carroll County Health Department** in the amount of \$15.00 with your application. Non-Refundable Booth Registration Fee Deposit, due with application: **\$100.00** (will be deducted from total cost). Remaining fees will be due at close of Festival business on **Saturday, July 14, 2018**.

A Vendor Liaison of Common Ground on the Hill will collect these fees. We will be working under the HONOR SYSTEM. Please respect our efforts and the trust of your fellow vendors. Please understand that any intentional disregard of this policy will make it necessary to ban the vendor from future events.

CONTRACTED DATES AND TIMES:

Date: July 14, 2018

Time **Saturday** 10:00 am – 9:00 pm (Booth may be closed anytime **after 7:00 pm**, if desired. Booth must be closed down and ready to leave grounds by 9:15 pm.)

SET UP TIME:

Friday, July 13, 2018, 10:00 am – 4:00 pm, or **Saturday, July 14, 2018**, 7:30 am – 9:00 am

Concessionaires must vacate the Farm Museum property by 4:00 PM on Friday. This is the official closing time of the Farm Museum. No concessionaire vehicles will be permitted to enter inside the gated grounds after 9:00 am on Saturday. All vehicles must be unloaded and removed prior to this time.

IMPORTANT INFORMATION CONCERNING VEHICLES ON MIDWAY:

At the conclusion of the festival vehicles may not enter grounds or line up to enter the grounds at the entrance gate until 9:15 PM on Saturday. **NO EXCEPTIONS!** *This is a SAFETY mandate set forth by the Carroll County Farm Museum and The State of Maryland. NO vehicles may be on pathway while pedestrian traffic is in motion. Please allow festival attendees to safely exit before pulling your vehicle up to the gate.*

Concessionaire shall be solely responsible for complying with all Carroll County Health Department regulations, and for the collection of any and all Federal, State, or Local taxes.

Concessionaire shall supply its own necessary physical equipment including but not limited to heavy-duty extension cords, tables, table coverings, chairs and tents.

Concessionaire agrees to indemnify and save harmless Common Ground on the Hill, its officers, agents and employees from any and all claims, causes of action and suits arising, occupying or resulting from any personal injury, damage to or loss of property of any nature caused by, arising out of, or in any way connected with the exercises of Concessionaire, its officers, agents, employees, customers or potential customers, of the privileges herein granted.

Common Ground on the Hill reserves the right to refuse entry on premises or sale of any merchandise that is deemed to be unacceptable or inappropriate per the discretion of the Executive Director and/or the Board of Directors of Common Ground on the Hill. Vendors are not permitted to sell merchandise other than listed and approved on the detailed merchandise list attached to this application, or accepted in writing after the application approval.

No pets (other than certified service dogs), or alcohol are permitted on the Carroll County Farm Museum or Carroll County Agricultural Center grounds. These grounds are fully ADA compliant.

Please complete Page 2 and 3 and mail to:
Common Ground on the Hill, 2 College Hill, Westminster, MD 21157

This agreement is between Common Ground on the Hill & Vendor "Concessionaire"

Concessionaire Business Name: _____

Concessionaire / Primary Contact Person: _____

Address: _____

City/State/Zip: _____

Website: _____

Phone: _____ E-Mail: _____

Social Security # or Fed Tax ID # _____ MD State Tax #: _____

Liability Insurance Company: _____

Policy Number: _____

Expiration Date of Coverage: _____

Attach a copy of your insurance certificate. Note that without Insurance, Concessionaire accepts PERSONAL LIABILITY.

FESTIVAL PASSES: Maximum two (2) passes per art & craft booth. Three (3) passes will be automatically supplied per food booth. Additional passes can be obtained at the rate of **\$20.00** each. Please add additional fee to registration and note below. Children tickets for ages 12 and under are \$5.00 per day.

Number of additional passes requested: _____

BOOTH SIZE: Standard Booth Size is 10x12. If you require a double space, please indicate that here and add an additional **\$25.00** to the vendor fee you send with this application.

Space requested: _____ Standard 10 X 12 (no additional fee) _____ Double Space

ELECTRICITY: A limited number of spaces are available with **110 electricity**. If needed, please add an additional **\$25.00** to the vendor fee and indicate here with explanation of use. Electricity requested: _____ YES _____ NO

PRODUCT LISTING: Please include a complete product listing with application. Feel free to include photos.

Food Vendors:

Please follow instructions in completing the Health Department forms. There are several things that **MUST** be done in order to complete the process.

1. **In addition to your application**, complete **AND** sign **2 ORIGINAL** copies of **each** form; Vendor Form (1 page) and Guidelines for Special Food Service Facility, Temporary Food Licenses (2 pages). Both Forms can be found on our website.
2. Print, sign and mail all **ORIGINAL** and completed copies to Common Ground on the Hill, 2 College Hill, Westminster, MD 21157, **to be received no later than June 1, 2018**. If the health department forms are not sent in correctly and completely by then, your presence at the festival may be in jeopardy. **DO NOT MAIL BACK TO THE HEALTH DEPARTMENT**.

For ALL vendors: If you are selected as a Common Ground on the Hill Music and Arts Festival vendor, you will receive an acceptance letter in the mail

PLEASE READ YOUR CONTRACT BEFORE SIGNING

Concessionaire **MUST** fill out all required information & Initial and Date in the provided space.

Concessionaire Signature: _____

Accepted by Common Ground on the Hill this _____ day of _____, 201__

Authorized CGOTH Signature: _____