

Prince George's County Fair Association
www.countyfair.org uniongirlmd@gmail.com 301-537-8496

2023 Vendor's Contract – COMMERCIAL SPACE

Applicant hereby applies to occupy the space(s) set forth below at the Prince George's County Fair, to be held at the Show Place Arena in Upper Marlboro, Maryland, and agrees to be bound by the provisions with the agreement and the rules, regulations and conditions now in effect, or hereafter adopted by the Prince George's County Fair Association (hereafter referred to as "The Fair").

Outdoor Booth(s) \$250 per space (How many?)

All Vendors must forward a "Certificate Of Insurance" form naming the PGCFA, Inc. as an insured.

If you do not have your own insurance, it can be provided through our carrier. Include the Insurance Fee (\$85.00) with your contract and check. (This is the fee that our carrier charges us to add you to our policy.)

Will you require an electrical hook-up? (You must bring your own extension cords.)

Description of products to be exhibited or nature of concession:

Approval of The Fair, if given, is for the purposes set forth above and the space may not be used for any other purposes without written permission from The Fair.

It is understood that the charge for the space, if granted, shall be \$ and extra tickets (How many?) at \$4.00 each. Insurance (if needed) is \$85.00

Grand Total enclosed \$ and paid by:

Name: by (Title)

Applicant: (Company or Organization) Date:

Address

City State Zip Code

Phone: Cell Phone: Fax:

E-mail Address:

Date of Application: Authorized Signature:

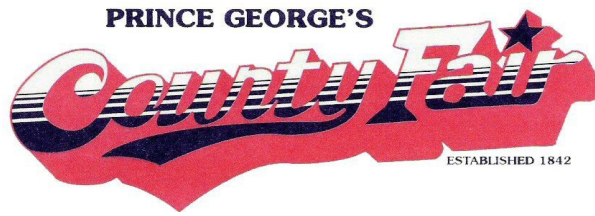
Accepted: Prince George's County Fair Association by: Date:

All Checks or Money Orders shall be made payable to: Prince George's County Fair Association, Inc.

Note – There is a \$50.00 Penalty for all bad checks – If a booth has been assigned, you will not be permitted to open it until the check has been made good.

RETURN THIS SIGNED CONTRACT, WITH FEES AND ANY OTHER CORRESPONDENCE OR COMMUNICATIONS, TO:

VALERIE COLE 5906 48TH AVENUE, RIVERDALE, MD 20737



Prince George's County Fair Association
www.countyfair.org uniongirlmd@gmail.com 301-537-8496

2023 Vendor's Contract – ARTS & CRAFTS SPACE

Applicant \_\_\_\_\_ hereby applies to occupy the space(s) set forth below at the Prince George's County Fair, to be held at the Show Place Arena in Upper Marlboro, Maryland, and agrees to be bound by the provisions with the agreement and the rules, regulations and conditions now in effect, or hereafter adopted by the Prince George's County Fair Association (hereafter referred to as "The Fair").

(Arts & Crafts Vendors – Items must have been made by Vendor)

Outdoor Booth(s) \$190 per space (How many?) \_\_\_\_\_.

All Vendors must forward a "Certificate Of Insurance" form naming the PGCF, Inc. as an insured.

If you do not have your own insurance, it can be provided through our carrier. Include the Insurance Fee (\$85.00) with your contract and check. (This is the fee that our carrier charges us to add you to our policy.)

Will you require an electrical hook-up? \_\_\_\_\_ (You must bring your own extension cords.)

Description of products to be exhibited or nature of concession: \_\_\_\_\_

Approval of The Fair, if given, is for the purposes set forth above and the space may not be used for any other purposes without written permission from The Fair.

It is understood that the charge for the space, if granted, shall be \$ \_\_\_\_\_ and extra tickets (How many?) \_\_\_\_\_ at \$4.00 each. Insurance (if needed) is \$85.00

Grand Total enclosed \$ \_\_\_\_\_ and paid by:

Name: \_\_\_\_\_ by (Title) \_\_\_\_\_.

Applicant: (Company or Organization) \_\_\_\_\_ Date: \_\_\_\_\_.

Address \_\_\_\_\_.

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_.

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_.

E-mail Address: \_\_\_\_\_.

Date of Application: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_.

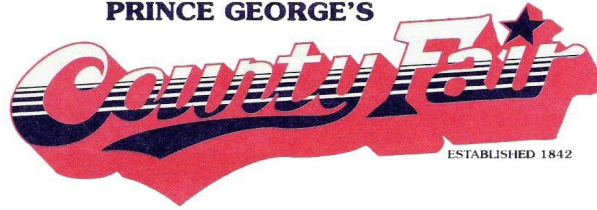
Accepted: Prince George's County Fair Association by: \_\_\_\_\_ Date: \_\_\_\_\_.

All Checks or Money Orders shall be made payable to: Prince George's County Fair Association, Inc.

Note – There is a \$50.00 Penalty for all bad checks – If a booth has been assigned, you will not be permitted to open it until the check has been made good.

RETURN THIS SIGNED CONTRACT, WITH FEES AND ANY OTHER CORRESPONDENCE OR COMMUNICATIONS, TO:

VALERIE COLE 5906 48TH AVENUE, RIVERDALE, MD 20737



Prince George's County Fair Association
www.countyfair.org uniongirlmd@gmail.com 301-537-8496

2023 Vendor's Contract – NON-PROFIT SPACE

Applicant \_\_\_\_\_ hereby applies to occupy the space(s) set forth below at the Prince George's County Fair, to be held at the Show Place Arena in Upper Marlboro, Maryland, and agrees to be bound by the provisions with the agreement and the rules, regulations and conditions now in effect, or hereafter adopted by the Prince George's County Fair Association (hereafter referred to as "The Fair").

(Non-Profit Vendors must provide a copy of their 501(c) form)

Outdoor Booth(s) \$125 per space (How many?) \_\_\_\_\_.

All Vendors must forward a "Certificate Of Insurance" form naming the PGCFA, Inc. as an insured.

If you do not have your own insurance, it can be provided through our carrier. Include the Insurance Fee (\$85.00) with your contract and check. (This is the fee that our carrier charges us to add you to our policy.)

Will you require an electrical hook-up? \_\_\_\_\_ (You must bring your own extension cords.)

Description of products to be exhibited or nature of concession: \_\_\_\_\_

Approval of The Fair, if given, is for the purposes set forth above and the space may not be used for any other purposes without written permission from The Fair.

It is understood that the charge for the space, if granted, shall be \$ \_\_\_\_\_ and extra tickets (How many?) \_\_\_\_\_ at \$4.00 each. Insurance (if needed) is \$85.00

Grand Total enclosed \$ \_\_\_\_\_ and paid by:

Name: \_\_\_\_\_ by (Title) \_\_\_\_\_.

Applicant: (Company or Organization) \_\_\_\_\_ Date: \_\_\_\_\_.

Address \_\_\_\_\_.

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_.

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_.

E-mail Address: \_\_\_\_\_.

Date of Application: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_.

Accepted: Prince George's County Fair Association by: \_\_\_\_\_ Date: \_\_\_\_\_.

All Checks or Money Orders shall be made payable to: Prince George's County Fair Association, Inc.

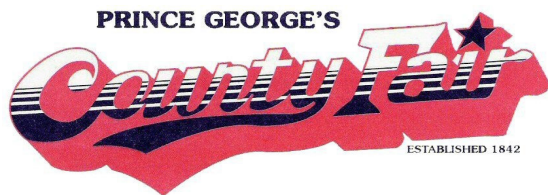
Note – There is a \$50.00 Penalty for all bad checks – If a booth has been assigned, you will not be permitted to open it until the check has been made good.

RETURN THIS SIGNED CONTRACT, WITH FEES AND ANY OTHER CORRESPONDENCE OR COMMUNICATIONS, TO:

VALERIE COLE 5906 48TH AVENUE, RIVERDALE, MD 20737

## 2023 Vendor's Contract - Conditions

1. This agreement may not be assigned, sublet or sub-licensed.
2. All materials must be completed, installed and approved by The Fair no later than 4:00 PM, Thursday of the week of the Fair. No set-up or moving of exhibits will be permitted subsequent to 4:00 PM, Thursday of the week of the Fair unless with the prior written consent of The Fair management.
3. Only those goods specified in the written application shall be vended.
4. The Fair Management reserves the right to disapprove any persons or organizations who will be in attendance at the event, or will perform any services in connection therewith.
5. In signing the within application, manufacturer's representatives taking space in their own name represent that they will vend only products which they have regularly represented for a period of not less than three (3) months prior to the date of the Fair.
6. All booth arrangements shall conform in all respects to the dimensional and height requirements as indicated in the space diagram or information sheets.
7. Vendors agree not to install any spot or floodlight fixture which shines upon other vendors or in the eyes of any patron, or which is objectionable to other vendors. **The Fair Management reserves the right to remove any such objectionable fixtures.**
8. No cooking samples may be offered. No cooking of foods is permitted, unless with written permission of The Fair and with compliance of Health Department Regulations.
9. Leaflets or circulars and clipboard surveys may not be distributed outside the licensed (booth) area.
10. All materials shall be kept in a neat and good order.
11. Vendor's admission shall be by non-transferable tickets only.
12. Vendor's booths shall not be broken down prior to termination of the Fair.
13. The Fair shall not be liable for damages and assumes no responsibility in the event that The Fair dates are cancelled, postponed, or interrupted by reason of any labor problems, picketing, or any casualty or Act of God or government.
14. Neither The Fair, nor any of its parent or affiliate corporations, nor any agents engaged in or visiting any exhibit, shall be held liable for damage that may be incurred to such exhibit. Applicant agrees to hold harmless and defend The Fair and its parent or affiliate corporations, against any claim arising by reason of the operation of the exhibit and the space licensed here under, or by reason of the actions of applicant or its agents or employees.
15. At the discretion of the Fair Management, vendors may be required to represent that they shall have in effect during the period of the Fair, suitable insurance protecting the exhibitor and the Fair Management against any and all legal liability arising by reason of the operation of the exhibit, and the actions of applicant and its agents and employees. These exhibitors shall be so notified in advance of their signing the Licensed Application.
16. Any sound systems and electrical installations must be approved by the Fair Management. A licensed electrical contractor will be supplied by the Fair Management to perform electric work for vendors, cost thereof to be borne by vendors.
17. All vendors are personally responsible for any and all Health Permits with regards to setup and operation of the booths. The Fair Management is not responsible to obtain any of your permits. Failure to obtain permits may result in your expulsion and your exhibit fee not being refunded.
18. In the case of a bad check fee, items found in the assigned space will be subject to removal and space re-assigned.
19. Electrical service – any cords or devices hooked-up to any power supply or outlet on the fairgrounds without permission will be disengaged.
20. Please fill out the **Questionnaire Sheet** so that we can correctly place your booth.



Prince George's County Fair Association  
www.countyfair.org      uniongirlmd@gmail.com      301-537-8496

## Vendor Information - Commercial – Non-Profit – Arts & Crafts Fair Office will be open by Monday, September 4, 2023

### Dates and Times for Exhibitors:

Tuesday	September 5, 2023	Set-up exhibits starting at 12:00 Noon until 8:00PM
Wednesday	September 6, 2023	Set-up exhibits 8:00AM until 8:00PM
Thursday	September 7, 2023	Fair opens 5:00PM until 9:00PM
Friday	September 8, 2022	Fair opens 5:00PM until 10:00PM
Saturday	September 9, 2023	Fair opens 11:00AM until 10:00PM
Sunday	September 10, 2023	Fair opens 11:00AM until 6:00PM

**(NOTE: Show Place Arena closes at 10:00PM)**

### Fee Schedule: WITHIN FAIR GROUNDS

Commercial Exhibitors	\$250.00	4 Four-Day Passes included Arts
& Crafts Exhibitors	\$190.00	3 Four-Day Passes included
Non-Profit Organizations	\$125.00	2 Four-Day Passes included
Insurance Fee (If needed)	\$ 85.00	
Extra Passes for Exhibitors	\$ 4.00 Each	– Pre-sold only Note:

**There are no one-day fees – Above fees are final. Booth**

**Spaces:** (Will be assigned on a first-come, first-serve basis)

- A) Within Fair Grounds: 10' X 10' – Includes 2 chairs, 1 table, **Does not include** tents or covers. Electricity is nearby (BRING your own extension cords.)
- B) All Vendors must provide their own signs or banners. These must fit within their assigned booth area.
- C) All tents and covers must be flame retardant. NFPA701 and be weighed down.
- D) Any literature distribution or clipboard marketing **must** be done within your booth space only.

**Parking Passes and Entry Passes:** Two (2) parking passes and Four-Day passes (as noted above) will be issued at time of reporting to your booth assignment or set-up dates. Additional One-Day passes may be purchased at \$4.00 each prior to the Fair opening.

**Payment: By check or money order, payable to:**

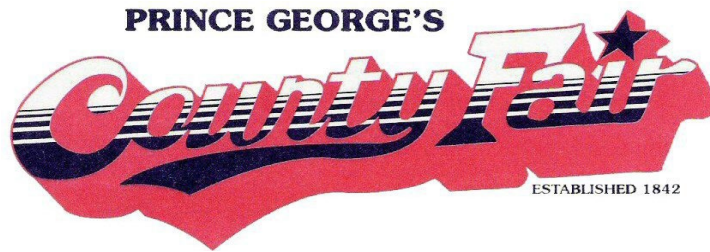
Prince George's County Fair Association

Mail to: Valerie Cole 5906 48<sup>th</sup> Avenue, Riverdale, MD 20737

**Note – There is a \$50.00 Penalty for all bad checks – If a booth has been assigned, you will not be permitted to open it until the check has been made good.**

**For Further Information: Valerie Cole – [uniongirlmd@gmail.com](mailto:uniongirlmd@gmail.com)**

or [vendor@countyfair.org](mailto:vendor@countyfair.org) –



## ***SEPTEMBER 7-10, 2023 -- VENDOR QUESTIONNAIRE FORM***

Name of Company/Franchise: \_\_\_\_\_

If your check for payment is not in your company's name, what is the name of the Payer on the check:

\_\_\_\_\_

Please fill out this form and return with your signed contract. Circle all that apply.

Clothing: Adult Children Infants Sportswear Other \_\_\_\_\_

Collectibles: List type \_\_\_\_\_

Home Furnishings

Home Goods: Kitchen Bed Bath Linens Glassware Candles Aromatherapy

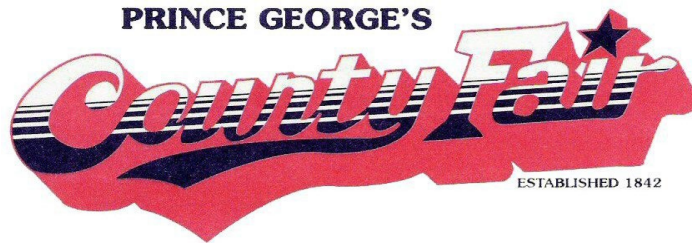
Home Improvement: Roofing Siding Decks Kitchen Cabinets Hot Tub Windows  
Sun Rooms Landscaping Bathroom Remodeling Plumbing  
Additions Kitchen Remodeling HVAC Gutters Fencing  
Other \_\_\_\_\_

Public Information: List Type \_\_\_\_\_

Real Estate

Toys

Other (not listed) \_\_\_\_\_



## Vendor's Notice - September 7 – 10, 2023

The **Prince George's County Fair Association** would like to take this opportunity to thank those that participated in our 2023 County Fair. We sincerely appreciate your patronage and hope that you will continue to be part of our Fair in the future.

I am **Valerie Cole** and I am handling the paperwork for vendors. We are all volunteers, working full-time jobs, so e-mail is preferred for any contact [[uniongirlmd@gmail.com](mailto:uniongirlmd@gmail.com) or [vendor@countyfair.org](mailto:vendor@countyfair.org)], as we are not always available during normal business hours. My cell number is listed below, though, if needed. We would like to hear about any concerns you might have during the Fair, so don't be shy about contacting me.

This year the vendors will be located within the fair grounds. If you require more than a 10' x 10' space, you will be required to purchase additional space.

Your signed contract and check (with the earliest post mark) will be the deciding factor in booth locations. (We reserve the right to place vendors so that no two of the same type of business are adjacent to each other.)

**In order to facilitate the orderly and most expedient set up for vendors, we have implemented the following procedures for the 2023 Prince George's County Fair.**

All Vendor packets will be available on Monday, September 4, 2023. **Please call 301-537-8496 when you arrive to arrange pick up.** If you need to make additional arrangements for distributing your passes, the Fair Office personnel will try to assist you.

The Fair Office personnel will be available Monday, September 4, 2023 through the conclusion of the Fair on Sunday, September 10<sup>th</sup>.

Please pay attention to the Fair set up dates and times. After the Fair has opened, each day, you will NOT be allowed to set up your booth. You will be able to hand carry any additional materials onto the infield. Also, no exhibits shall be broken down until the conclusion of the Fair - Sunday, September 10<sup>th</sup> at 6:00 P.M.

**NO VEHICLES ARE ALLOWED ONTO THE INFIELD ONCE THE FAIR HAS OPENED.** Any exhibitor driving onto the infield will be ejected! **No exceptions!**

Please read your contract. The Fair Rules and Regulations are going to be aggressively enforced.

Our insurance carrier has required that we strictly adhere to the terms of the contract.

**ALL VENDORS ARE REQUIRED TO CARRY LIABILITY INSURANCE.**

Commercial vendors are requested to send proof of insurance with their signed contract and check. (The State of Maryland and Prince George's County Government are self-insured, and no proof of insurance is required.) Other vendors may have coverage under their homeowner's policy and should send a copy of their liability coverage with their signed contract and check.

We thank you for your co-operation, it is greatly appreciated!

Valerie Cole, Vendor Committee - Prince George's County Fair Association, Inc

[uniongirlmd@gmail.com](mailto:uniongirlmd@gmail.com) or [vendor@countyfair.org](mailto:vendor@countyfair.org)

301-537-8496

**All payments are expected with the contract.**