



## Vendor Registration

### 127<sup>th</sup> Carroll County 4H & FFA Fair

July 27<sup>th</sup>- August 2<sup>nd</sup>, 2024

Thank you for your interest in becoming a vendor to the 2024 Carroll County 4H and FFA Fair. This year promises to be a great one as we celebrate our 127<sup>th</sup> Fair! We have lots of big things planned to attract our largest crowds ever.

The Carroll County 4H & FFA Fair is a non-profit agricultural community event that offers a showcase for the youth of Carroll County to exhibit and demonstrate their talents. The 4H and FFA members develop positive self-esteem and experience valuable life lessons on which to build successful futures.

Below is the vendor registration packet for the 2024 Carroll County 4-H and FFA Fair. Vendor spaces range in size from 10x10 to 50x50 with prices starting at \$300.00.

This year's fair will take place once again at the Carroll County Agriculture Center in Westminster, MD from July 27<sup>th</sup>- August 2<sup>nd</sup>, 2024. **This year vendors are invited to stay through Saturday August 3<sup>rd</sup> at no additional cost to take advantage of the crowds for the Demo Derby.** The Carroll County 4H and FFA Fair, voted as one of "Carroll's Best," annually draws tens of thousands of visitors. Visitors experience the various aspects of agriculture and farming through a fun and family oriented educational experience. We look forward to having you as a vendor for the 2024 Fair.

Sincerely,

Raina Gover  
Fair Manager  
PO Box 97, Westminster MD 21158  
410-848-FAIR (3247)  
Manager@CarrollCountyFair.com

# Vendor Agreement

Company Name/ Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Website \_\_\_\_\_

# of parking passes requested (please circle)    0    1    2

\*Vendor parking passes allow the vendor to park free of charge in general parking\*

Products/ Services to be sold

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please reserve:

<b>Space Size</b>	<b>Fee</b>	<b># of Electric outlets needed (\$30 per outlet)</b>	<b>Amount Due</b>
10' x 10'	\$300.00		
20' x 20'	\$600.00		
30' x 30'	\$900.00		
40' x 40'	\$1200.00		
50' x 50'	\$1500.00		

## Regulations and Requirements

**\*Please initial each point as recognition of your agreement.\***

\_\_\_\_\_ Full payment is required for a confirmed space. Cancellation requests must be made in writing and addressed to Fair Management. There is a cancellation fee of \$25. Cancellation requests received on or before May 31<sup>st</sup>, 2024 will receive a full refund less cancellation fee. Requests received between June 1<sup>st</sup> and June 30<sup>th</sup>, 2024 will receive a 50% refund less cancellation fee. Vendor fees are non-refundable after July 1<sup>st</sup>, 2024.

\_\_\_\_\_ Fair hours are 10am-10pm daily, with some things starting earlier and ending later. There will be **NO vehicle access to vendor space between 9:30am and 10pm daily.**

\_\_\_\_\_ Vendor understands that set up and take down are to be done during the designated hours.

**Vehicle access to vendor area will not be available during fair hours.**

**Set Up Times:** Thursday July 25<sup>th</sup>: 11am-3pm, Friday July 26<sup>th</sup>: 11am-3pm

\*All vendors must complete set up in their area by 3pm Friday, July 26<sup>th</sup>.

**Take Down Times:** Saturday August 3<sup>rd</sup> or Sunday August 4<sup>th</sup> 10am-12pm.

\_\_\_\_\_ **The following is prohibited:** the sale of food items not pre-approved; the sale of items using the Carroll County 4-H & FFA Fair logo; taking money for raffles, drawings, or sweepstakes, chemical or glow items of any kind; the use of open flame and/or combustible materials; **or the distribution of promotional materials from any place other than their own booth.** Sponsor reserves the absolute right to terminate this agreement in the event Vendor exhibit is not keeping with the family oriented theme of the fair, sells or attempts to sell any product or service other than those specified in the agreement or breaches any of the regulations of this agreement. In the event the Sponsor terminates this agreement pursuant to this paragraph, Vendor will immediately cease any activities, remove all equipment, personnel, and other property from the Carroll County 4-H & FFA Fair, and forfeit any fees paid to the Sponsor.

\_\_\_\_\_ Vendor is responsible for supplying own tents, tent anchorage (**required, must use concrete blocks or weighted 5 gallon buckets at each corner**), tables, chairs, equipment, 100' outdoor approved extension cord (if electric is needed) personnel and signage. **NO STAKES IN THE BLACKTOP. ALL TENTS MUST BE LOWERED AFTER CLOSING FOR THE EVENING**

\_\_\_\_\_ Sponsor is not responsible for vendor's property and personnel. This includes damages incurred as a result of weather, theft, or vandalism. *There is 24 hour security of the grounds.*

\_\_\_\_\_ Vendor shall conform to all applicable Federal, State and City laws on or about the Agriculture Center grounds. Vendors selling merchandise are required to have a State Sales Tax license from the State of Maryland and must display it or a photocopy during the fair

\_\_\_\_\_ Vendor's vending station shall be kept clean and orderly; and shall comply with all applicable laws and regulations.

\_\_\_\_ Vendor must keep all tents, stakes, equipment, chairs, tables and anything else used in the display within their assigned location. **NOTHING CAN BE STAKED ON THE BLACKTOP.**

\_\_\_\_ Vendor agrees to provide the Fair Management with a copy of the Certificate of Insurance, as described in the Insurance Requirements on next page. **Vendor understands that they will not be allowed to participate in the Carroll County 4-H & FFA Fair if a copy of the Certificate of Insurance is not provided.**

*By submitting a signed copy of this agreement, I am requesting a vendor space at the 2024 Carroll County 4-H & FFA Fair. I understand that my full payment is to accompany this agreement. I understand that the Carroll County 4-H & FFA Fair is a rain or shine event and no refunds will be given after July 1<sup>st</sup>, 2024. I agree to comply with all rules and regulations governing the Carroll County 4-H & FFA Fair. I affirm that I am the duly authorized representative of the undersigned company or organization, subscribe and agree to all terms, conditions and authorizations contained in this agreement. The Vendor agrees to hold The Agriculture Center, Carroll County 4-H & FFA Fair Inc. and its sponsors harmless from any and all liability arising out of Vendors participation in Carroll County 4-H & FFA Fair. Carroll County 4-H & FFA Fair and the Agriculture Center will not accept responsibility for damage or injury to persons or property, including exhibits, merchandise and vehicles during the Carroll County 4-H & FFA Fair.*

In witness to their agreement to the terms of this contract, the parties affix their signatures below:

_____	_____	_____	_____
Vendor Signature	Date	Raina Gover Fair Manager	Date

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Please complete and return all forms with payment to reserve your space.  
SPACE IS LIMITED & AVAILABLE ON A FIRST COME FIRST SERVE  
BASIS**

**No Applications Will Be Accepted After July 1<sup>st</sup>, 2024.**

**Make sure to include: a copy of your Insurance Certificate**

Checks or money orders should be made payable to "Carroll County 4-H & FFA Fair."

Return to: **Carroll County 4-H & FFA Fair**  
**P.O. Box 97**  
**Westminster, Maryland 21158**  
**Attn: Vendor Registration**

## **Insurance Requirements**

1. The following minimum insurance standards shall apply to all non-Carroll County 4-H and FFA Fair, Inc. vendors performing, selling or distributing products and services at the Carroll County 4-H and FFA Fair. If a product or service, in the opinion of the Fair Management, represents an unusual or exceptional risk, the Fair Management may establish additional insurance requirements for that product or service.

**Commercial General Liability Insurance:** Including Bodily Injury and Property Damage Liability, Independent Contractors Liability, Contractual Liability, Product Liability, and Completed Operations Liability in an amount not less than \$1,000,000 combined single limit, per occurrence, and \$1,000,000 annual aggregate.

**Workers Compensation and Employers Liability Insurance:** For any Vendors with employees, standard workers compensation as required by Maryland State statute and employers liability insurance in an amount not less than \$100,000 per accident, \$500,000 annual aggregate.

**Automobile Liability:** For Vendors who will drive on Carroll County 4-H and FFA Fair, Inc. premises (i.e. the Carroll County Agriculture Center grounds), Automobile Liability in an amount not less than \$1,000,000 per occurrence for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.

**2. Vendors shall name the Carroll County 4-H and FFA Fair, Inc. and Carroll County Ag Center as additional insured on its liability policies and shall provide a 30-day notice of cancellation or non-renewal of coverage to the Fair.** The Fair does not need to be named additional insured on the Vendors' Worker's Compensation policy.

3. Fair Management reserves the right to deny the Vendor exhibit space if the Certificate of Insurance has not been received. Any liability coverage on a "claims made" basis should be designated as such on the Certificate.