



PINEY ORCHARD STREET FESTIVAL

Stream Valley Drive

May 15, 2010

11am to 7pm

This is a rain or shine event

The Committee of the Piney Orchard Street Festival invites you to participate in the 2010 Street Festival!

PLEASE KEEP THIS PAGE FOR YOUR INFORMATION

Vendor Registration Fees:

\$50 Non-profit groups and Piney Orchard Resident Small Business (must have product to sell on site not a catalog sale);

\$50 Piney Orchard Marketplace merchant;

\$75 Independent Contractor Small Business (must have product to sell on site not a catalog sale).

\$100 commercial organizations

Please Note: All Non-Profit applicants must submit proof of non-profit status with their application and residents must submit proof of Piney Orchard address with their application.

Registration Deadline:

Final Deadline: Friday, April 16, 2010 at Piney Orchard Community Center

Applications received after the deadline will be considered on an as needed basis.

Rules and Regulations:

1. The Committee has the right to avoid duplications to ensure variety and vendor success. Vendors cannot make changes in menu items without prior approval from the Committee. *Any request for strolling sales must be approved in advance.*
2. We strongly encourage your **food menu** items to be in .50 increments and under \$5.00 per item in order to attract more business to your booth.
3. This application does not guarantee vendor participation.
4. Vendors will be granted entry to the Festival area at 9:00 AM and set up must be complete no later than 10:30 AM. All vehicles must be removed from the street no later than 10:30 AM.
5. Late arrivals must hand-carry items from the parking lot to their booth space. Please plan to arrive on time.
6. Vendors are required to remain on site until 7:00 PM. Those vendors who leave early will not be invited to return.
7. No vehicle traffic, other than necessary County, Emergency, and approved Stage entertainer vehicles will be permitted on Stream Valley Drive from 10:30 AM – 7:30 PM.
8. Each vendor is required to provide their own signs, tents, extension cords and any additional equipment needed. We will provide two electrical outlets (if needed), table, two chairs and trash receptacle for your use. Tents are available to rent for \$25.00. Extra outlets are available for \$10.00 a piece.
9. **Vendor space is 10 feet by 10 feet. If your booth will not fit into these dimensions, you must request and pay for additional booth space.** Payments are required in full at the time of application.
10. Please include any vehicles that you wish to keep at your booth space on the application.
11. Staking of tents is prohibited. Please provide alternate means of securing your tent such as sand bags or water barrels.

**A VENDOR MEETING WILL BE HELD ON TUESDAY, MAY 4, 2010
AT 7:00 PM IN THE MULTI-PURPOSE ROOM AT PINEY ORCHARD COMMUNITY CENTER.**

**VENDOR PACKETS AND PARKING PASSES WILL BE DISTRIBUTED.
PLEASE PLAN ON ATTENDING OR SENDING A REPRESENTATIVE.**

If you have any questions, please contact Jennifer Wiech at 410 695 0106 Monday-Friday from 8:30 AM-5:00 PM.

NOTES:

(**) **Following notification of acceptance to the Festival**, it is the sole responsibility of the selected vendor to acquire the necessary permits required by the Anne Arundel County Health Department and provide the permit at the Vendor Meeting on May 4, 2010.

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EARLY BIRD APPLICATION DEADLINE FRIDAY, MARCH 19, 2010

FINAL DEADLINE FRIDAY, APRIL 16, 2010

Please Print Legibly

RESIDENT/ORGANIZATION NAME: _____

TYPE OF BUSINESS: _____

RESIDENT/ORGANIZATION ADDRESS: _____

CITY/STATE/ZIP: _____

Please check the appropriate classification and include payment in the form of check, certified check, or money order.

VENDORS

- \$50 Piney Orchard Resident \$50 (must have product to sell on site not just a catalog sale)
- \$50 Non-Profit and Piney Orchard Marketplace Merchant
- \$75 Independent Contractor Small Business (must have product to sell on site not a catalog sale).
- \$100 Commercial

TOTAL NUMBER OF BOOTHS REQUESTED:

(size is 10'x10' - please note regulations listed on accompanying fact sheet) _____

CONTACT PERSON: _____

CONTACT PERSON ADDRESS (if different than above): _____

CITY/STATE/ZIP: _____

PHONE: _____

EMAIL ADDRESS: _____

FOOD/NON-ALCOHOLIC BEVERAGES: On the lines below describe the types of food and beverages you would like to offer at the event. Please note that if we receive multiple requests to serve the same type of foods, the Committee reserves the right to modify your food and beverage request. Please list and number your items in order of preference.

Please list the number and size of vehicles that you request to keep at your booth: _____

Will you be using a generator to supply your own power? YES NO

A limited number of electrical outlets are available. Do you require electricity? YES NO

If yes, how what voltage? 120 240

If yes, how many outlets? _____

A limited number of extra outlets are available for \$10.00.

Will you require more than two (2) outlets? YES NO

If yes, how what voltage? 120 240

If yes, how many outlets? _____

A limited number of tents are available for \$25.00. Do you require a tent? YES NO

If yes, how many tents? _____

\$ _____ Total Enclosed

MAKE CHECKS PAYABLE TO: POCA

and MAIL CHECKS TO:

POCA

2400 Stream Valley Drive

Odenton, MD 21113

ATTN: PINEY ORCHARD STREET FESTIVAL

ALL VENDORS, PLEASE READ AND SIGN

Vendor shall indemnify and hold POCA harmless from and against all actions, liability, claims, suits, damages, risk of loss, costs or expenses of any kind which may be brought or made against POCA or which the POCA must pay and incur by reason of or in any manner resulting from the willful misconduct of the vendor or its agents or employees or the negligent performance or failure to perform by the vendor or its agents or employees, including reasonable attorney's fees, howsoever arising or incurred, for damage to property or injury to or death of any person.

Furthermore, under no circumstances shall POCA be liable for any injury to Vendor, including any and all costs and expenses relating in any way to said injury, except where an injury to Vendor shall occur as a direct result of the sole negligence of POCA or its agents or employees.

Please sign below to indicate that you have read and agree with the rules and regulations contained in the vendor registration information:

Signature and Title

Date

A vendor meeting will be held on Tuesday, May 4, 2010, at 7:00 PM in the Multi-Purpose Room at the Piney Orchard Community Center.

Please initial here _____ to indicate that you understand that it is necessary to either attend this meeting or send a representative.

If no one from your organization is available to attend, please notify the Community Center at (410-ORCHARD) as soon as possible to make alternative arrangements.