

SAINT NICHOLAS GREEK FOLK FESTIVAL
520 South Ponca Street, Baltimore, MD 21224

Vendor Coordinator: Nancy Anastasiades E-Mail: stnicholasfestivalvendors@gmail.com

Vendor/Company Name: _____

Point of Contact: _____

Phone: _____

Email: _____

VENDOR PARTICIPATION AGREEMENT

Number of spaces requested: _____ Total cost of space: \$ _____

All vendors wishing to participate in this event must agree to the following conditions:

1. Vendors will purchase their booth space through the Festival website and will pay in full for the space at that time. In the event that a vendor booth space must be reassigned, the festival committee will notify the vendor immediately. Location changes may be requested pending availability of space.
2. Each vendor is required to complete and submit a complete listing of all products to be sold at the festival. This list is to be submitted along with the executed vendor contract within 7 days of purchasing the booth vendor space online.
3. Premium spaces include four tables (6') and two chairs. Non-premium spaces include two tables (6') and two chairs. All tables and chairs will be available for pick-up at a central location(s). **Additional tables up to four (4) may be purchased at \$15.00 each and additional chairs up to four (4) may be purchased for \$5.00 each.**
4. Vendors are responsible for all items necessary to display their goods. This includes showcases, lights, tablecloths, extension cords for electricity, etc.
5. The church will not provide credit card verification services.
6. Vendors may begin setting up on Wednesday, and not earlier. Vendors are responsible for timely set-up and breakdown of their space. Vendors are required to be operational on Thursday by 1:00 p.m. and must be cleared out of the area by 11:00 p.m. on Sunday. Vendors are responsible for leaving the church property in the same condition as it was prior to occupancy.
7. Vendors are responsible for all business transactions and are responsible for manning their displays, securing cash, etc.
8. Vendors are required to be in operation during festival hours.
9. The vendor is required to provide signage for the area occupied indicating the trade name.
10. Security will be provided on the site from Thursday at 9:00 a.m. through Sunday at 11:00 p.m.
11. The festival committee has hired armed security services starting on Thursday at 1 p.m. ending on Sunday at midnight. Baltimore City Police will have a presence on the festival site during their allotted city hours. There will also be patrol cars in the area during the afterhours.
12. The church shall not be liable for any theft, loss, damage whatsoever resulting from your occupancy of the leased space, including personal injury and property damage. Vendors should obtain insurance coverage for their own protection.
13. Vendors not complying with all of the above listed conditions may be prohibited from participating in future festivals as a vendor. Determination will be made by the Festival Committee.
14. Please make your check payable to the ST. NICHOLAS GREEK FOLK FESTIVAL. Mail your check and the signed agreement form to the church address listed above to the ATTENTION OF Vendor Coordinator. Confirmation of receipt will be e-mailed to you as soon as the Festival Committee receives the signed agreement form and the check has been cleared.

DETAILED LIST OF GOODS TO BE SOLD:

Submission checklist:

- _____ Fully executed vendor contract and signature page
- _____ Check made payable to the St. Nicholas Greek Folk Festival
- _____ Detailed list of items to be sold at the Festival

**Saint Nicholas Festival
Signature Page**

My signature below indicates that I have read and agree with the rules and conditions stated above.

Signature of Authorized Vendor Representative

Date

Printed Name of Authorized Vendor Representative

Company Name

Address

Telephone Number

Cell Phone Number

Fax Number

E-Mail Address

Office use only:

Date received: _____

Deposit check cleared: _____

Balance received: _____