



FLOWERMART 2018 OFFICIAL VENDOR CONTRACT

FRIDAY AND SATURDAY, May 4th & May 5th, 2018

11 am to 9 pm, both days

MT. VERNON PLACE - BALTIMORE, MARYLAND

(GPS LOCATION - 699 Washington Place, Baltimore, Maryland 21201)

(Flower Mart @ Mt Vernon, Ltd, hereafter referred to as "FM" agrees to lease to the undersigned, hereafter referred to as "Vendor", and both parties agree to the following terms):

FM reserves the right to close early or cancel the event depending upon the severity of any inclement weather. There will be NO refunds of paid vendor fees due to inclement weather.

1. Leased Vendor Space -

Vendor space is 10'x10'. Vendor may rent more than one vendor space. There is no discount for the renting of multiple vendor spaces. Vendor merchandise and equipment must fit into reserved vendor space size. Vendor space location(s) is designated solely at the discretion of FM.

Vendors are required to set up for the full term of FM 2017. For safety/liability reasons, vendor related vehicular traffic will NOT be permitted on event grounds from 10:30 a.m. to 8 p.m. on either Friday or Saturday.

2. INSURANCE - Prior to the FM 2018 event, vendor must furnish FM with a Certificate of Insurance naming **Flower Mart at Mt. Vernon, Ltd.** as additional insured. The required coverage shall not be less than the following:

Workers Compensation: Statutory Requirements
 State Disability: Statutory Requirement
 General Liability: \$1,000,000 occurrence/\$2,000,000 aggregate
 Automobile Liability: \$1,000,000

3. SALES TAXES - Vendor is responsible for collecting and submitting Maryland State Sales Tax on all merchandise sold. For information contact http://taxes.marylandtaxes.com/Business_Taxes/Business_Tax_Types/Sales_and_Use_Tax/

4. SECURITY -

- * Plan on covering and securing your merchandise/supplies/equipment each night in order to take general precautions for weather and security. Please keep in mind that the FM event takes place outside in streets and park areas which can be accessed by the public 24 hours a day.
- * The event will have security personnel roaming the grounds each night.
- * Be alert and use common sense with regard to your belongings.
- * FM is **NOT** responsible for lost, damaged or stolen items.

5. ELECTRICITY - Please note that no electricity is provided. If needed, vendor must provide their own EU quiet run generator. FM has the right to ask vendor to remove any generator that is too loud.

6. FOOD/BEVERAGE - SALES AND/OR GIVE AWAY SAMPLES: Vendor must apply via separate contract to obtain approval to sell and/or give away food and beverage products and/or samples. **Please contact FM's Food/Beverage Chairman, Allen Taylor, at 443-790-9133 or smoothy107@gmail.com.**

7. PROGRAM/WEBSITE VENDOR ADVERTISING - Leased space includes vendor name & contact information for FM program and on FM website (www.flowermartmd.org). Each vendor will be given a FM event program at the event.

**** ADDITIONAL OPTIONAL VENDOR ADVERTISING AVAILABLE - SEE PAGE 4**

8. CANCELLATION/REFUND POLICY REGARDING VENDOR SPACE RENTAL -

A completed vendor contract and full payment received by FM is a commitment to the FM event. No full refunds will be given. Partial refunds will be given upon receipt of **written** cancellation (via email or mail) by FM as follows:

January 31, 2018 - 80% February 28, 2018 - 40% March 31, 2018 - 20%
After March 31st - NO REFUNDS

9. FINAL VENDOR PACKAGE - A mailing two (2) weeks prior to the event will be sent which will include the FM map reflecting vendor space location(s) and setup/breakdown information.

10. INDEMNIFICATION - Vendor agrees to indemnify and hold FM harmless from and against any and all claims, actions, damages, losses, liabilities and expenses arising from or related to the breach of the obligations, warranties, and representations contained in this agreement, including reimbursement of FM's reasonable attorney's fees and expenses related to any such claim.

PLEASE PROVIDE THE FOLLOWING INFORMATION + COMPLETE PAGE 3 OF THE CONTRACT:

**** Vendor Contact Name:** _____ **PHONE #** _____

Address: _____ **City** _____ **State** _____ **Zip Code** _____

EMAIL _____ **FAX** _____ **WEBSITE** _____

Signature: _____ **Date:** _____

VENDOR'S OFFICIAL NAME FOR PUBLICITY USAGE PLEASE PRINT CLEARLY:

DESCRIPTION OF VENDOR SALEABLE WARES (photos, comments appreciated)

VENDOR CATEGORIES: (circle one):

Arts/Crafts Artist/Photographers Antiques/Collectibles Children's Commercial Community Government
Non-Profit Schools Specialty Garden Wellness

VENDOR PAST PARTICIPATION: ___ Yes _____ How long? ___ New Vendor

REFERRED BY: ___ FM VENDOR ___ WEB ___ FACEBOOK ___ TV/RADIO ___ PRINT MEDIA ___ FRIEND

**** If vendor will be assigning another person to receive the final vendor package, please provide the contact information at the bottom of this page.**

FLOWERMART 2018
VENDOR SPACE RENTAL FEES AND DUE DATES

<u>2 DAY SET-UP</u>	<u>IF PAID BY</u>	<u># OF SPACES</u>	<u>AMOUNT DUE</u>
\$200	Sept. 30, 2017	_____	\$ _____
\$325	After October 1, 2017	_____	\$ _____

Vendor Equipment Rental

Vendor can utilize their own tent, product display, tables and chairs.
 FM rents additional optional equipment

Tent with 2 water barrels (includes set-up)	_____ @ \$400.00 each	\$ _____
Pop-up tent with 4 sandbags (includes set-up)	_____ @ \$200.00 each	\$ _____
8 FT. Banquet Table	_____ @ \$ 50.00 each	\$ _____
Folding Chair	_____ @ \$ 25.00 each	\$ _____

OPTIONAL VENDOR ADVERTISEMENT (**NONREFUNDABLE**) - See Page 4 \$ _____

TOTAL AMOUNT DUE TO FLOWERMART \$ _____

Make check or money order payable to Flower Mart at Mt. Vernon, Ltd.

(A \$50 service fee is charged for all returned checks)

FlowerMart also accepts Visa, MasterCard, Discover and American Express

**** Please note a 3.7 % surcharge fee will be added to above total amount due when paying by credit card**

Credit Card Number: _____ Expiration Date: _____

Three Digit Code (on back of credit card): _____ Credit Card Zip Code: _____

Authorization Signature: _____

**KINDLY RETURN SIGNED CONTRACT, BUSINESS CARD AND PAYMENT TO ADDRESS BELOW
 ON OR BEFORE ABOVE STATED DUE DATES**

FlowerMart 2018
 ATTN: KAREN LEASE
 P.O. BOX 533
 FINKSBURG, MD 21048

OFFICE USE: Date Received _____
 Amount Received _____
 Check Number _____
 Flower Mart at Mt. Vernon, Ltd (Federal ID # 52-2185995)

ANY QUESTIONS OR NEED OF FURTHER INFORMATION, PLEASE VISIT FLOWERMART 2018'S WEBSITE AT
www.flowermartmd.org OR CONTACT KAREN LEASE AT KRL96@comcast.net 410-274-5353.

FLOWERMART 2018
OPTIONAL VENDOR ADVERTISING RATES
(NONREFUNDABLE)

Advertising copy will run for a period of one year

All special advertising requests..... contact jos558@comcast.net

WEB SITE: Advertising copy will run for a period of one year

WWW.FLOWERMARTMD.ORG	2"x5" ad	\$100.00	\$ _____
WWW.FLOWERMARTMD.ORG	4"x5" ad	\$200.00	\$ _____

FM NEWSLETTER: Tri-Annual Publication (Spring, Summer, Fall/Winter)

Advertising copy will run for a period of one year

Business Card Ad (3 ½ " x 2 ") black & white	\$100.00	\$ _____
Business Card Ad (3 ½ " x 2") color	\$150.00	\$ _____
The Exclusive FM.... "AFICIONADO LIST"	\$200.00	\$ _____

FM FACEBOOK PROMOTION:

Advertising copy will run for a period of one year

Business Card Ad (3 ½ " x 2") color	\$150.00	\$ _____
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FM 2018 EVENT PROGRAM:

Vendor Name included on " Community Support " Listing	\$ 50.00	\$ _____
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(FM reserves the right to decline any advertising it deems inappropriate or content that is not approved by FM)