



2011 Flower & Jazz Festival Craft Vendor Registration Form

By submitting a signed copy of this form, I am requesting space in the **Westminster Flower & Jazz Festival** on **Saturday**, May 7, 2011 from 10 am to 4 pm. I agree to pay the cost of the space requested with payment in full to accompany this contract. I understand that the **Westminster Flower & Jazz Festival** is a rain or shine event. No refunds granted after April 10, 2011. I agree to comply with instructions, rules and regulations governing the **Westminster Flower & Jazz Festival**. I subscribe and agree to all terms, conditions and authorizations contained in this contract and acknowledge receipt of a copy of Rules and Regulations for the **Westminster Flower & Jazz Festival 2011**. Vendors and exhibitors agree to hold the City of Westminster harmless from any and all liability arising out of the vendor's occupancy of City grounds. The City of Westminster cannot accept responsibility for damage or injury to persons or property, including exhibits during the **Westminster Flower & Jazz Festival**.

Signature of Vendor: _____ Date: _____

Please type or print below

Name(s): _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day _____ Evening _____ Cell _____

E-mail address: _____ Fax Number: _____

MD State Sales Tax I.D. Number: _____ Permanent _____ Temporary _____

Description of vendor's products: _____

Fees: Craft Vendor: \$75 per space-Approx. 10 ft. x 10 ft.

Total Fee Enclosed \$ _____

Spaces open until filled.

Make checks payable to The City of Westminster. Mail To: The City of Westminster

Attn: Recreation & Parks Department, 11 Longwell Avenue, Westminster, MD 21157

For more information contact, Jennifer Mellor, 410-848-4883.

Fax: 410-848-8310/ website: www.westminstermd.gov

**THERE IS A \$35
FEE FOR
RETURNED
CHECKS**

Method of Payment: Payment is due with registration to secure spot.

(Please circle) Cash Check# _____ VISA/ MasterCard/Discover Accepted.

Visa/ Master Card/Discover # _____

Expiration Date: _____ Security Number (VIN) _____

Address & Zip of Credit Card: _____

Signature: _____ Date: _____

2011 Flower & Jazz Festival
Rules and Regulations

East Main Street

1. Flower and Jazz is a Mother's Day themed event. Vendors are encouraged to offer products and items with special appeal to moms, grandmothers, sisters, daughters, etc.
2. Westminster City Recreation and Parks staff reserves the right to allow any vendor they deem appropriate to participate in the theme of the Festival.
3. (See Enclosed Map) All vehicles must enter from Railroad Avenue (Rt. 27) on to Tuc Road. Then make a right on to Longwell Ave and follow to E. Main. Make a right on to East Main. You will not be allowed to make U-turns or back up Main Street. After unloading make a right on to Railroad Avenue (Rt. 27) North to Conaway Lot on the left side.
4. Vendors will be allowed to unload during the following times:

Parking Pass A East Main Street.....6 am to 7:30 am
~Vehicles must be off the street by 7:30 am~

Parking Pass B East Main Street.....7:45 am to 9:30 am
~Vehicles must be off the street by 9:30 am~
5. Vendors must unload promptly, place items on the sidewalk, move vehicle to the parking area at the Conaway North Lot (see map). **DO NOT set up until the vehicle has been moved. This rule will be strictly enforced.**
6. The State of Maryland does on site verification of sales tax permits.
7. Food vendor compliance with Health Department regulations will be verified by Health Department officials. Forms will be mailed to you upon acceptance to the show.
8. Breakdown and cleanup must begin promptly at 4 pm. Once a vendor has packed their belongings to the street they will be issued a TICKET to access their space. **NO ONE WILL BE ALLOWED TO ACCESS THEIR SPACE WITHOUT A TICKET.** Street reopens at 5 pm. Early breakdown could result in exclusion from future shows conducted by the City of Westminster.
9. Vendors must remove all trash at the close of the festival.
10. These rules and regulations do not excuse any vendor from complying with all local and state ordinances.
11. **NO REFUNDS** - Flower/Jazz Festival is a rain or shine event.

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2. Westminster City Recreation and Parks staff reserves the right to allow any vendor they deem appropriate to participate in the theme of the Festival.
3. (See Enclosed Map) All vehicles for West Main Street must enter from Railroad Avenue (Rt. 27). After unloading make left onto Bond Street. Then left onto Green Street and left onto Railroad Avenue (Rt. 27). Follow 27 North to Conaway Lot on the left side.
4. Vendors will be allowed to unload during the following times:

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~Vehicles must be off the street by 7:30 am~

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BREAKDOWN POLICY

Breakdown and cleanup must begin promptly at 4 pm. Once a vendor has packed their belongings to the curb they will be issued a TICKET to access their space.

NO ONE WILL BE ALLOWED TO ACCESS THEIR SPACE WITHOUT A TICKET!

Street reopens at 5 pm.

Early breakdown could result in exclusion from future shows conducted by the City of Westminster.

You may access-

<http://www.westminstermd.gov/recreation/2011FlowerandJazzFestivalVendors.html> to determine if your application has been accepted. A written confirmation with your space assignment and parking pass will arrive via USPS in early April.

READ #3 AGAIN...LOOK AT YOUR MAP...KNOW YOUR WAY.

