

ST. MARY'S COUNTY GOVERNMENT

DEPARTMENT OF  
RECREATION AND PARKS

Arthur Shepherd, Director



James R. Guy, President  
Michael R. Alderson, Jr., Commissioner  
Eric S. Colvin, Commissioner  
Michael L. Hewitt, Commissioner  
Scott R. Ostrow, Commissioner

Dear Crafter/Vendor:

St. Mary's County Recreation & Parks would like to invite you to participate in the 40<sup>th</sup> Annual Easter Egg Festival at the St. Mary's County Fairgrounds in Leonardtown, MD. This event will be held on Saturday, April 1, 2023, from 11:30 a.m. - 4:00 p.m. Applications are now being accepted for merchandise and food vendors. Vendors are invited to participate in the day's festivities with \$50.00 fee to guarantee space at the festival to sell their goods.

Recreation and Parks will attempt to have no duplicate vendors. (i.e. one Mary Kay consultant, one Pampered Chef etc.) **Vendors returning from previous years will be given priority but MUST return payment and application by February 24, 2023 to guarantee their space.** After this time vendor spots will be open to all and filled on a first come first serve basis.

It is understood that in case of rain, all outdoor vendor activities/vendor tents will be moved indoors or cancelled, at which point a 50% refund of \$25.00 will be given to the vendor. You will be responsible for set up, staffing and take down of your own space but we provide one 6-foot table and two chairs on a first come, first serve basis. Vendors are welcome to bring one additional table if desired, but your entire setup must remain with-in your designated area. Space for this year's festival will be limited so please know that we will work to the best of our ability to stick to layout that will be emailed to you prior to the festival but be aware that things may need to be adjusted the day of. We appreciate your flexibility and understanding.

All groups and organizations conducting the sale of food and beverage must comply with all pertinent local and state Health Department regulations and **MUST provide Recreation & Parks with a copy of the Health Department certification along with the user agreement.** The Health Department will visit this event and it is understood that vendors that do not have a copy of the permit will be asked to leave the event. Vendors can contact the St. Mary's County Health Department at 301-475-4389 for more information on obtaining the proper permits.

Once your vendor application has been approved, you will be contacted via email and provided an online payment link to apply your \$50.00 vendor fee. Specific information regarding festival set up and day of information will be provided closer to the event.

If you are unable to attend the event this year as a vendor, but are interested in sponsorship, please contact us. We have various sponsorship levels available. If you have any questions, please email [crystal.haislip@stmaryscountymd.gov](mailto:crystal.haislip@stmaryscountymd.gov) or call 301-475-4200 ext. 1806.

Thank you, in advance, for considering our 2023 Easter Egg Festival as a showcase for your merchandise. We greatly appreciate your participation and look forward to hearing from you soon.

Sincerely,

*Crystal B. Haislip*  
Crystal B. Haislip  
Event Coordinator



## LETTER OF AGREEMENT – FOOD/CRAFT VENDORS

Complete and return to R&P no later than March 10, 2023

This letter serves as an agreement by and between St. Mary's County Recreation and Parks (SMCRP) and \_\_\_\_\_ . The purpose of this agreement is to outline the parameters for the above mentioned to set up a vendor booth at a SMCRP special event.

- The Easter Festival will be held on Saturday, **April 1, 2023** from 11:30 am - 4:00 pm at the St. Mary's Fairgrounds in Leonardtown Maryland. It is further understood that \_\_\_\_\_ can begin setting up the vendor booth at 9:00 am and **must be completely set up no later than 10:30 am.**
- It is understood that the vendor is to remain open for business until 4:00 pm. At that time, break down may begin.
- It is agreed by both parties that all facility issues should be handled by SMCRP. It is understood that SMCRP can only provide (1) folding table (if needed on a first come first serve basis). All other materials needed are the responsibility of the vendor.
- The vendor agrees to sell only the products designated in this agreement, which are in this case: \_\_\_\_\_ . Please be specific. If for some reason the vendor will be selling other items, it must first be agreed upon by SMCRP.
- It is understood that the vendor will be responsible for paying to SMCRP a flat fee of \$50.00 for the use of the space and opportunity. It is understood that in case of rain, all vendor activities will be cancelled if they cannot be continued outdoors or moved indoors, at which point a 50% refund of \$25.00 will be given to the vendor.
- This fee may be paid online, using the payment link that was emailed to you and the vendor forms may be returned via email as long as they are signed electronically or scanned with a physical signature. This fee can also be mailed to the address below with the original signed copy of this agreement and the signed Liability Waiver. Payment and paperwork must be submitted no later than March 10, 2023 to guarantee space.

St Mary's Recreation and Parks  
Attn: Easter Festival  
P.O. Box 653  
Leonardtown, MD 20650

- Groups and organizations conducting the sale of food and beverage must comply with all pertinent local and state Health Department regulations and **MUST provide SMCRP with a copy of the Health Department certification at the time of the event and/or submitted with this agreement.** It is understood that vendors that do not submit the permit will be asked to leave the event.
- Groups or organizations conducting the sales of merchandise must comply with all pertinent local, state, and federal laws pertaining to sales tax and reporting of income.

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Vendor Signature

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Date



## VENDOR CONTACT INFORMATION

Complete and return to R&P no later than March 10, 2023

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

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

Email address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Where would you prefer to be located?     Inside     Outside

Do you need electricity?                     Yes             No

Are you a food truck?                     Yes             No            Food truck space needed? \_\_\_\_\_

**NOTE: No guarantee is available to move spaces the day of the event.**

## ST. MARY'S COUNTY RECREATION AND PARKS LIABILITY WAIVER

User knows, understands, and acknowledges the risks and hazards associated with using the property and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the local government or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the user as a result of using the property and hereby irrevocably releases and discharges the local government and any of its officials, employees or agents from any and all claims arising out of or associated with the use of the property.

### PROPERTY DAMAGE

User shall pay the local government for any and all physical loss or damage to the property (including the cost to repair or replace the property) caused by, arising out of, relating to or associated with the use of the property by the user or by the user's members, employees, agents or invitees.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

## VENDOR INFORMATION GUIDE

### Contact Information

Crystal Haislip  
 Event Coordinator  
 301-475-4200 ext 1806  
 240-431-9384 cell  
 crystal.haislip@stmaryscountymd.gov

### Event Specifics

Saturday, April, 1, 2023  
 St. Mary's County Fairgrounds  
 42455 Fairgrounds Road  
 Leonardtown, MD 20650  
 11:30am – 4:00pm

### Vendor Paperwork Due

Prior year vendors must return payment & application by 2/24 to guarantee space. After 2/24, all vendor spots open first come, first serve, until filled.  
 Final deadline – 3/10/23

### Set-Up & Arrival

- Vendors should not arrive earlier than 9:00am. At that time, entrance gates will be unlocked to allow vendors access to the festival grounds.
- Vendors will check in with parking attendant at the gate on Fairgrounds Rd., where they will be provided with an updated vendor map. Be sure to note any changes from what was emailed ahead of time. You will then be instructed to proceed to the unloading zone.
- Vehicles will need to be moved out of the loading zone once they have unloaded all their materials. **This should be no later than 10:30am.** You can park in the vendor parking area or the main parking lot, as identified on your event map. No vehicles will be allowed back into the fairground area until the end of the event.

### Inclement Weather Policy

- **THIS IS A RAIN OR SHINE EVENT!!!!**
- Food truck vendors will still participate as planned.
- Indoor vendors will still participate as planned. If possible, outdoor vendors will be relocated indoors, although space may be reduced.
- If a vendor can not continue outdoors, and cannot move indoors, a 50% refund of \$25.00 will be given to the vendor.
- If it is too wet for the egg hunt, Easter eggs will be given to all the vendors to distribute at their tables. More information on this will be provided if necessary.

### Vendors Spaces

- Volunteers will be available to help you unload your vehicle as quickly as possible upon arrival.
- Tables will be labeled with your name in your designated space.
- 1 - 6 foot folding table and 2 metal folding chairs will be provided. You may bring ONE additional table if you'd like, but you must remain within your designated area.
- You will be provided with a colored disposable tablecloth, but you may use your own if you have one. If you do not use the one provided for you, please leave it at your space and it will be picked up later.
- Any vendor that wants to move their space MUST have approval from the event coordinator and it is not guaranteed. We will do our best to adhere to the festival map that is sent out ahead of time, but changes may be made. We appreciate your flexibility.
- **IF ELECTRICITY IS NEEDED, YOU MUST INFORM THE EVENT COORDINATOR AHEAD OF TIME SO THIS MAY BE PLANNED FOR. LAST MINUTE REQUESTS MAY NOT BE GRANTED!**

### Food Vendors

- Groups and organizations conducting the sale of food and beverage must comply with all pertinent local and state Health Department regulations and **MUST provide the Event Coordinator with a copy of the Health Department certification** either ahead of time or the day of the event. It is understood that vendors that do not submit the permit will be asked to leave the event. **THE HEALTH DEPARTMENT WILL VISIT DURING THE EVENT.**
- Food truck vendors

### Clean Up

- Cleanup and breakdown can begin at 4:00pm. The area in front of the buildings will be reopened to allow vehicles in at this time. We will have activities until 4:00pm so we would appreciate the courtesy of staying open until the event officially concludes.
- Anyone requiring extensive time to pack up at the conclusion of the event are asked to bring their own tables to avoid a delay in our volunteers packing up and cleaning the fairgrounds.