

**Newburg Volunteer Rescue Squad
& Fire Department, Inc.**

12245 Rock Point Rd, P.O. Box 9
Newburg, MD 20664

Stephan Johnson, President
George Edelen, Fire Chief Andrew Spalding, EMS Chief

2018 SMVFA Convention Committee
Chairperson: Michelle Hurst



Vendor Application

Date: _____
Name of Business: _____
Vendor Address: _____
POC: Phone Number(s): _____
E-mail: _____
Vendor Product: _____
Dimensions of space required: _____

Requirements from Newburg Vol. Rescue Squad and Fire Department:

The undersigned agrees to abide by the rules set forth in the Vendor Rules & Regulations, and all attachments. I, the undersigned, agree to assume the risk of loss to my merchandise, other property of myself and my staff, whether from breakage, damage, loss, theft, disappearance, or any other cause, for the duration of the Convention, including set-up and closing. Further, I the undersigned, agree to indemnify and hold harmless the Newburg Volunteer Rescue Squad & Fire Department from any and all claims, actions, damages, liability and expense, including attorneys' fees, in connection with loss of life, personal injury and/or damage to property that may be done or suffered by reason of my fault or negligence in the performance of or failure to perform my responsibilities as stated in this application and enclosed Rules and Regulations, or occasioned all or in part by any act or omission by myself, my agents or employees.

Vendor Signature: _____

Vendor Printed Name: _____ Date: _____

Return this completed form to:

Michelle Hurst/SMVFA 2018 Convention
9831 Sylvan Turn, Newburg, MD 20664

IN LIEU OF A FEE, A DONATION IS REQUESTED.
Make checks payable to: NVRISFD Presidential Campaign

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Vendor Agreement

The 68th Annual Southern Maryland Volunteer Firemen's Association Convention and Parade is being hosted by the Newburg Volunteer Rescue Squad and Fire Department.

Application Procedures

All vendors agree, through their participation in this agreement, to have their booth space in full display and operational during the times designated for the Convention. The designated hours of operation for the Convention are Sunday, May 3rd, 2015, from 12:00 PM to closing. A carnival is still in the planning stages, but is a possibility if interested. If carnival is finalized, we will reach out to you with details. If carnival is finalized, that would make the operational period a three day time frame (Friday, Saturday and Sunday). There is no booth fee. Vendors may keep all proceeds from the sales of their goods and/or products; however, the George Hayden SMVFA Presidential Campaign is requesting a donation. NVRSFD also does not guarantee any sales amount during the Convention.

Event Operation

1. As the Vendor, you are responsible for being self-sufficient to include your own canopy, tables, chairs, table coverings, ice, and generator.
2. You are required to bring your own signage.
3. Fire Regulations require that you bring a fire extinguisher if you use Sterno, Butane, Propane, Electric, or Charcoal Grills.
4. Vendors must be in the staging area at the Charles County Fairgrounds set up and operational by 12:00 p.m. Staff will already be there and spectators should start arriving between 1:00-2:00 p.m. A staff member will show each vendor where to set up.

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Vendor Rules

1. Vendor Space, table covers, and backdrops must match the exhibit and not be offensive, in the event organizer's judgment, to adjacent exhibit spaces. All excess inventories will be stored out of sight.
2. Vendors must comply with all rules of the convention site.
3. Vendors **MUST** be prepared to set up on Sunday, May 3rd, 2015, by 12:00 p.m. Store your food preparation items and products at your booth location. Once you are in the vendors' area you will not be permitted to exit until the end of the event.
4. Booths must stay open and operational during convention hours.
5. Booths are not permitted to be broken down or vacated prior to closing time.
6. All displays shall be kept neat and clean with the vendor responsible for clean-up at the end of the event, removing equipment, inventory, waste materials, and improvements. The vendor is to leave the exhibit space in the same condition as on delivery. The vendor shall be liable for delivery, handling, set-up and removal of its own displays and materials.
7. The vendor shall conduct business in accordance with all laws and highest standards of business ethics.
8. The vendor must comply with ALL Health Department Regulations and obtain the necessary permits required from the Charles County Health Department, or other regulatory agencies, if operating a food concession stand.
9. The vendor shall be substantially present at the exhibit space for the duration of the event and shall have qualified, experienced, and responsible staff available at all times.
10. The Newburg Volunteer Rescue Squad & Fire Department reserves the right to eject a vendor from the event when, in their opinion, the vendor is found to be disruptive to the convention, other vendors, or customers.
11. The vendor shall not increase prices once it is open to the public.
12. The vendor shall obey all Fire Regulations, County laws, State laws, and any other applicable laws.
13. The vendor shall not consume, nor permit their staff to consume, alcoholic beverages while vendor/staff are participating in the event.
14. The Newburg Volunteer Rescue Squad & Fire Department reserves the right to establish any additional rules and regulations as they deem necessary for the safe and successful operation of the convention.