

# Hughesville Volunteer Fire Department and Rescue Squad, Inc.

15245 Prince Frederick Road  
Hughesville, Maryland 20637

*Jack Lowe, President*

*Michael Carroll, Chief*

2009 SMVFA Convention Committee

*Chairman: Tony Rose*

*Co-Chairman: Patty Therres*



## 62<sup>nd</sup> Annual Southern Maryland Volunteer Firemen's Association Convention and Parade Vendor Agreement

The 62<sup>nd</sup> Annual Southern Maryland Volunteer Firemen's Association Convention and Parade will be held at the Hughesville Volunteer Fire Department and Rescue Squad, Inc. in Hughesville.

### **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 hours of operation are Sunday, May 3, 2009 11:00 AM – 8:00 PM

There is no booth fee, and Vendors may keep all proceeds from the sales of their goods and/or product. The Hughesville Volunteer Fire Department and Rescue Squad, Inc. does not guarantee any sales amount during the convention.

### **EVENT OPERATION:**

- As the Vendor, you are responsible to provide your canopy, tables, chairs, table coverings, ice and generator. Hughesville Volunteer Fire Department and Rescue Squad, Inc. will not be providing any electricity. You are required to bring your own signage. Fire regulations require that you bring a fire extinguisher if you use Sterno, Butane, Propane, Electric or Charcoal grills. Potable water is available, but you will need to bring your own approved container to transport it.
- Prince Frederick Road between Old Leonardtown Road and the first traffic circle will be closed at 11:00am. Vendors must be in staging by 10:30 am, a member of the Hughesville Volunteer Fire Department and Rescue Squad, Inc. will show each Vendor where he/she is to setup. Staging will be in the parking lot across from Village Service Center.

*Fire Prevention is Everyone's Business'*

*Phone: (301) 274-4488 Metro: (301) 843-2410 Fax: (301) 274-9729 Internet: [hyfdems.org](http://hyfdems.org)*

## Vendors Agreement

### **RULES AND REGULATIONS:**

- Vendor space, table covers and backdrops must match the exhibit and not be offensive in event organizer's judgment to adjacent exhibit spaces. All excess inventories must be stored out of sight.
- Vendors will comply with all rules of the convention site.
- Vendors **MUST** be prepared to set up on Sunday, May 3, 2009 between the hours of 11:00 AM and 12:30 PM. Store most of your food preparation items and products at your booth location, once you are in the vendors area, you will not be able to exit until the end of the event.
- Booths must stay open and operational during the convention hours.
- Booths cannot be broken down or vacated prior to the closing time.
- All displays shall be kept neat and clean with the Vendor responsible for clean-up at the end of the show by removing equipment, inventory and improvements, and leaving 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.
- The Vendor shall conduct business in accordance with all laws and highest standards of business ethics.
- **NO PETS ALLOWED.**
- The Vendor must comply with all Health Department Regulations and obtain necessary permits required from the Charles County Health Department or other regulatory agencies if operating a food concession.
- The Vendor shall be substantially present at the exhibit space for the duration of the convention hours and shall have qualified, experienced and responsible staff available at all times.
- Hughesville Volunteer Fire Department and Rescue Squad, Inc. reserve the right to ask a Vendor to leave, when in its opinion, the Vendor is found to be disruptive to the convention, other Vendors, or customers.
- The Vendor shall not increase prices once the convention opens to the public.
- The Vendor shall obey all fire regulations and County, State and other applicable laws.
- The Vendor shall not consume nor permit his/her staff to consume, alcoholic beverages while vendor/staff are participating at the convention.
- Hughesville Volunteer Fire Department and Rescue Squad, Inc. reserves the right to establish such additional rules and regulations, as it deems necessary for the safe and successful operation of the convention.

Vendors Agreement

VENDOR APPLICATION Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Name of Vendor

Item(s) being sold:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
E-mail address

Please give us the dimensions of space required: \_\_\_\_\_

The undersigned agrees to abide by the rules set forth in these Rules and Regulations, and all attachments. I also agree to assume the risk of loss to my merchandise and 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 agree to indemnify and save the Hughesville Volunteer Fire Department and Rescue Squad, Inc. harmless 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. **Any questions or concerns please contact Jimmy Rose at 301-343-5130.**

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

Return this completed form (page 3 only) to:

Hughesville Volunteer Fire Department and Rescue Squad, Inc.  
15245 Prince Frederick Road  
Hughesville, Maryland 20637  
Attention: Convention Committee