



WMDachtoberFest
First Saturday in October
Frederick, MD
www.WashingtonMetroDachtoberFest.org

OCTOBER 5, 2019

2019 VENDOR PACKET

Please complete the application in this packet and send it by mail, email or fax to:

WMDF DachtoberFest

PO Box 124, Jefferson, MD

Tel. 301.788.1021

Fax 240.439.8658

vendorchair@washingtonmetrodachtoberfest.org

We also invite you to review our different sponsor levels. Each level has opportunities to showcase your business, including complimentary booth space and advertising.

Submit vendor forms early to assure you will have a booth at this year's fest. Booth space fills up quickly. Deadline is September 1, 2019.

Raffle item donations must be delivered no later than September 15, 2019 to guarantee inclusion in the 2019 Raffle. For more information contact or email WMDF.

WASHINGTON METRO DACHTOBERFEST

Vendor Application

October 5, 2019

Please complete all components of this form to apply for a booth at the 2019 Washington Metro DachtoberFest so that we may serve you as well as possible. 2019 WM DachtoberFest is on Saturday, October 5th from 9:00 am - 4:30 pm.

Vendor Terms and Conditions

EXHIBITOR SHOW RULES ... to make WM DachtoberFest a better place!

Applies to all vendors:

- **No Refunds / No Rain Date.**

- Booths are rented on a first come, first serve basis. **We reserve the right to limit the number of Direct Sales Vendors and also reserve the right to the number of vendors in a particular category.**
- The WMDF DachtoberFest Committee may deny any vendor application based on appropriateness of products and duplication of vendors, at the Committee's sole discretion.
- **Vendors may not sell alcoholic beverages of any kind.**
- Setup time is between 1:00 p.m. and 6:00 p.m. on Friday, October 4, 2019 and between 7:00 a.m. and 8:30 am on October 5, 2019.
- Participants are responsible for the set-up and clean-up of their booths.
- Vendors will not be allowed to move booth locations once a booth has been assigned.
- Non-food Vendor booths will be indoors only.
- Electrical access is an additional \$20.00 fee. NOTE: You must supply your own extension cords.
- Table setup (one table and two chairs) is available for \$10. Additional tables and chair are available for a small fee.
- Your booth cannot block the sight lines of neighboring Exhibitors.
- Exhibitors must be contained within the booth parameter
- Merchandise, displays and/or animals must stay inside your booth space.
- Shelters and Rescues must keep all pets and cages / X-Pens within their Booth Space
- No affixing of any materials to the facility including materials such as nails, screws, paste, tape or other adhesive including duct tape, double-sided tape and masking tape, etc.
- No flammable materials may be used unless treated with a flame retardant, including but not limited to bunting, tissue paper, crepe paper, etc.
- One company per booth – No sharing space!
- You will need to check in with WMDF staff before entering the building with your vehicle.

- **DO NOT pack up your booth early!** *No unsold merchandise will be permitted to be removed from the hall prior to 4:30 PM on Saturday. Exhibitors moving out early will not be welcome at future shows.*
- Non-Food Vendors must sign a **Waiver and Release form** or provide a Certificate of General Liability showing at least \$1,000,000 General Liability Coverage naming the following as additional insureds with regards to this event:
Washington Metro DachtobertFest Foundation, Inc., The Great Frederick Fair, Inc. and The Frederick County Agricultural Society Inc.

Applies to food vendors only:

- The Great Frederick Fair charges a venue use fee of \$75 for all food vendors.
- Food Vendor Booth Fee - \$50 non-refundable reservation fee must accompany your application to hold booth space. Ten percent of total gross proceeds in excess of \$500 is due at the end of the event. Booth fee includes electric hook up and access to water. Indicate description of food products sold below and amount of space you will require.
- Food Vendors shall provide WMDF with a Certificate of Insurance evidencing General Liability Insurance of no less than \$1,000,000 no later than September 15, 2019. Washington Metro DachtobertFest Foundation, Inc., The Great Frederick Fair Inc., and The Frederick County Agricultural Society Inc. are to be listed as additional insured on the policy.
- Food Vendors must obtain a **temporary food permit** from the Frederick County Health Department.
- Indoor booth space is available for Food Vendors selling only prepackaged foods such as candy, cookies, and cupcakes at the non-food vendor rate of \$125.00 for a 10x10 booth area.

INSURANCE REQUIREMENTS FOR WASHINGTON METRO DACTOBERFEST

WMDF must receive either one of the following from your company for the Washington Metro DachtobertFest:

1. Certificate of General Liability showing at least \$1,000,000 General Liability Coverage naming the following as additional insured's with regard to this event:

Washington Metro DachtobertFest Foundation, Inc., The Great FrederickFair,Inc. and The Frederick County Agricultural Society Inc.

OR for non-food vendors only

2. Waiver and Release (on following page)

Either the Certificate of General Liability or Waiver and Release are due with the vendor application, but no later than 7 days prior to DachtobertFest.

Without one of these documents on file with WMDF, you will not be able to set up. We will need either one of these immediately **BEFORE** you will be able to set up your booth.

If you need to communicate with us regarding your insurance certificate or waiver, please send an email to WashingtonMetroDachtobertFest@comcast.net

Please send your certificate or waiver/release to:

Washington Metro DachtobertFest, P.O. Box 124, Jefferson, Maryland 21755 orEmail WashingtonMetroDachtobertFest@comcast.net

2019 WM DACHTOBERFEST VENDOR FORM

(Please fill out, sign and return pages 5 to 8)

Contact _____

Business Name _____

Mailing Address _____

City _____ State _____ ZIP _____

Telephone: Home _____ Mobile _____

E-mail _____

Brief description of product(s): _____

TYPE OF PRODUCTS Harnesses and collars _____ Handmade _____ Jewelry _____

Local Artist _____ Crafts _____ Clothing _____ Wood Works _____ Holiday _____

Dog Food/Treat _____ Pre-Packaged Human Food _____

Other _____

TYPE OF SERVICE Rescue Organization _____ Veterinarian _____ Other service _____

Other non-profit animal welfare organization _____

FOOD VENDORS Size of space needed (*provide footprint diagram*) _____

Need ready access to Water? _____ Need Electric? _____

Hot Dogs/Hamburgers _____ Vegan _____ BBQ _____ Snack food _____ Other _____

Menu and pricing – Attach additional page if necessary

Non-Food Vendors: If you require electrical outlet access, there is an additional fee of \$20.00. We will fulfill these requests to the best of our ability.

_____ Yes, I require electrical access (you will need to bring your own electrical cords and extension cords).

Tables: Each vendor is responsible to bring their own tables, table cloths, table skirts and chairs. A table setup (one six-foot table and two chairs) is available for a fee of \$10. Additional Tables and Chairs are available for a nominal charge (see price chart below)

Yes, I want to order _____ tables and _____ chairs

Nonprofit organizations.

_____ We are a nonprofit organization and attached proof of non-profit status to this application.

Additional Booth requests/accommodation needs? (Need to be near a wall, near another vendor, prefer corner, etc.) Changes will not be made the day of the event. **Requests are not guaranteed.** _____

Raffle Item Donations: As part of our fundraising activity, we are asking each vendor donate items to be included in one of our many raffle baskets at DachtobertFest. Your donation should include items from your typical inventory and reflect the types of merchandise you offer for sale. Please remember to include your business card with your donation. If you are interested in participating, please provide a description and dollar value of the items to be donated below. Donations must be received no later than September 15, 2019. WMDF will recognize all businesses that donate raffle items as a Raffle Basket Contributor in our events program and on our website.

_____ Yes I will donate

Description of donation: _____

_____ No I do not plan to donate

Advertising Opportunities

Swag Bag Inserts: Provide 200 advertisement inserts or promotional items and we will include them in 200 WMDF Swag Bags! **Fee: \$50.00**

Event Program Advertising: Full color ad, 1/8 page, in the annual event program distributed to every attendee at the Fest. **Fee: \$75.00** Provide Business Card.

Increase your online presence: WMDF will include a link to your website on our new recommended links page for one year. **Fee: \$100.00**

Sponsorship Opportunities

WMDF offers several sponsorship opportunities to showcase your business. If you would like to increase your visibility at the Fest for a reasonable investment check out our Red Level vendor special. Please see our sponsor packet for more information.

VENDOR PAYMENT FORM *

IF YOU PLAN TO BE A WMDF SPONSOR PLEASE USE SPONSORSHIP COMMITMENT FORM INSTEAD

<u>VENDOR FEES</u>	<u>Amount</u>	
Non-Food Vendor Booth \$125.00 per booth space.	_____	<p style="color: red;">Please make checks payable to: WMDF or Washington Metro DachtobertFest Foundation, Inc.</p> <p>If you pay by PayPal Include copy of PayPal confirmation/receipt. PayPal account: WashingtonMetroDachtobertFest@comcast.net</p> <p>Mail completed form with check or money order to:</p> <p>WMDF DachtobertFest P.O. Box 124 Jefferson, MD 21755 WashingtonMetroDachtobertFest@comcast.net</p> <p style="color: red; font-weight: bold;">Please include 3% processing fee for credit card and PayPal payments</p>
Additional Non-Food vendor booth space 5x10 space \$75	_____	
Non-profit Booth Fee \$75	_____	
Additional Non-Food vendor booth space 5x10 space \$37.50	_____	
Table setup - 1 table and 2 chairs \$10 per setup	_____	
Additional table \$5 per table	_____	
Additional Chairs \$2 per chair	_____	
Electric \$20	_____	
Food Vendor Reservation Fee \$50	_____	
Food Vendor GFF venue Fee \$75	_____	
Swag Bag Insert \$50.00 for 200 inserts	_____	
Event Program 1/8 page Ad \$75.00	_____	
Website Link on the WMDF website for one year. \$100.00	_____	
TOTAL	_____	
Process Fee 3% (Credit Card and PayPal only)	_____	
TOTAL DUE	_____	

Payment Information and Credit Card Authorization Form

Payment Information	
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> PayPal Account. WashingtonMetroDachtobertFest@comcast.net	
Other: <input type="checkbox"/> Check No. _____	
Credit Card Authorization	
Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.	
Cardholder Name (as shown on card): _____	
Card Number: _____	CVV Code: _____
Expiration Date (mm/yy): _____	
Cardholder ZIP Code (from credit card billing address): _____	

I, _____, authorize _____ to charge my credit card above for agreed upon purchases.

Customer Signature

Date

COMPLETE, SIGN AND RETURN TO:
Washington Metro DachtobertFest Foundation, Inc.

WAIVER AND RELEASE

THIS WAIVER AND RELEASE is made by _____
(Vendor Company Name) in favor of Washington Metro DachtobertFest Foundation, Inc.
(WMDF)

INTENT

- (1) THIS WAIVER AND RELEASE MUST BE PROVIDED TO WMDF BY THE VENDOR WHO, AFTER MAKING REASONABLE ATTEMPTS, IS NOT ABLE TO PROVIDE WMDF WITH A CERTIFICATE OF INSURANCE AS DESCRIBED IN THE VENDOR APPLICATION.**
- (2) AS SIGNATORY TO THIS WAIVER AND RELEASE, VENDOR ASSUMES ALL RESPONSIBILITY FOR AND RELEASES THE FOLLOWING PARTIES: WASHINGTON METRO DACHTOBERFEST FOUNDATION, INC., THE GREAT FREDERICK FAIR, INC. AND THE FREDERICK COUNTY AGRICULTURAL SOCIETY INC. FROM ALL CLAIMS AS DESCRIBED BELOW ARISING FROM THE VENDOR'S PARTICIPATION IN WASHINGTON METRO DACHTOBERFEST.**

CONDITIONS:

- (1) Waiver and Release:** The Vendor assumes all responsibility for and all risk of any damage or injury, whether to property or person, including death that may occur to the Vendor, its employees, agents, licensees, or invitees at or in connection with Washington Metro DachtobertFest. The Vendor further releases all parties identified in Paragraph No. 2 above, its officers, directors, employees, agents and or volunteers from all claims, demands, rights or causes of actions, present or future, known, anticipated or unanticipated, resulting from or arising out of or incident to the Vendor's use of any facilities at the Frederick Fairgrounds or as result of an incident at Washington Metro DachtobertFest.
- (2) Miscellaneous:** This Waiver and Release is in addition to and not by way of limitation of any term, covenant, condition or indemnification in the Vendor Agreement. Vendor understands and acknowledges that Vendor may be waiving important legal rights by its execution of this form. Vendor acknowledges that it has had an opportunity to review this form with counsel of its choice. The person executing this Waiver and Release on behalf of the Vendor hereby confirms that he or she is authorized to do so.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

Name _____ Date: _____

Title: _____

Company: _____