**The Great Pocomoke Fair**

**2037 Broad Street**

**Pocomoke City, MD 21851**

**Coordinator Phone: Paula 443-614-2372 or Maggie 443-366-9719**

**pocomokefairsponsorship@gmail.com**

***Vendor Application***

**The Great Pocomoke Fair August 11-13, 2023**

**To All Vendors**

**Application deadline: July 1, 2023** (Late Fee applies after this date)

**Approval and Notification to Vendors**: July 15, 2023, or prior

* Vendors must release from any liability for injuries or losses associated with The Great Pocomoke Fair, the Fair Board, the City of Pocomoke, and its members and associates. Any Vendor providing rides must submit proof of liability insurance that names The Great Pocomoke Fair and the City of Pocomoke as parties also covered.

**Vendor Coordinador: Paula 443-614-2372 or Maggie 443-271-1928**

**Vendor fees**

**Vendor Type Vendor Fee Space Allotted (Ft.)**

Commercial Contact Maggie 10 x 15 area

Food $75.00 10 x 15 area

Craft $50.00 10 x 10 area

* *CRAFT VENDORS First come first serve we will have limitations on duplicate vendors with same products*

Non-Profit $25.00 10 x 10 area

\*\*ALL Vendors are required to give a “basket” donation with a value of $50 or more to be used at the fair’s discretion for door prize, bingo, auction, etc. \*\* This MUST be given to vendor coordinators by the end of Set up day 1.

**Add on fees**

* Electrical hook Up - $25 for 110 service only
	+ LIMITED electrical spots available

**PAYMENT**

All Vendor fees must accompany the vendor application at time of submission. Applications without payment will not be considered. **All Fees Are Non- Refundable**.

There will be a $50 returned check fee

Any application received after July 1 may be charged a late fee

**Space and Supplies**

Vendors are responsible for all equipment and supplies. This includes tables, chairs, tents/canopies, extension cords, signage, etc. If you have elected to use electric, you will need to provide a 100ft extension cord.

Vendor location is the sole discretion of the Pocomoke Fair organizers based on availability.

**Setup/Tear Down**

The Fairgrounds will be accessible to all Large Sponsor Vendors on Wednesday Aug 9, 2023, from 5-8pm. (these vendors MUST make arrangements with coordinators to be able to set up on this day) NO vendors will be allowed to set up during this time without Prior authorization from Paula or Maggie. All other Vendors will be able to set up on Thursday & Friday from 10am – 230 pm All vehicles need to be out of the vendor area no later than 2:30 pm on BOTH days. **There is NO EXCEPTION for this Rule**.

 Daily vendors refer to the coordinator for instruction sheet.

**Vendors are expected to remain set-up and staffed during open fair times throughout the fair weekend unless notified by vendor coordinators otherwise.**

Tear down can begin at 4pm Sunday afternoon and must be completed by 6pm Sunday night.

**Food Vendors**

Vendor must File Health Permit with the Worcester County Health Department by the required deadline (typically 30 days prior to the Pocomoke Fair) **and have this permit available at the Fair setup.** All rules and regulations of the Worcester County Health Department must be adhered to during the fair.

* Food vendors must submit a completed menu w/pricing for approval during the application process.
* Drinks must be approved by Fair before being sold.
* *The Pocomoke Fair will be selling drinks and a limited menu. No Vendors will sell what the Fair is selling*.

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**VENDOR APPLICATION**

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

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

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

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Vendor (Food, Commercial, Craft, Non-Profit, Other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booth Size (including awnings, counters, trailer tongues, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electric only 110 available: Yes No Special requests or needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*You agree to give a “basket” donation valued at $50 or more to be used by the Pocomoke fair at their discretion*. \_\_\_\_\_\_\_ Initial if in agreement

Food Vendors must give a 5-10% gross sales donation to the fair for each day of sales

**This application is for August 11-13 Vendors**

**All Vendors please include booth fees with application.**

**Product Information**

List all products you plan to sell, promote, or display. Once your application is accepted and a contract has been issued, no products may be added or removed without approval from Fair Management. Food vendors will be required to submit a final menu with pricing by June 30th. Vendor notifications will be sent out no later than July 15, 2022.

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