# 

# From: Vendor Coordinator

**Havre de Grace Independence Day Commission**

**PO Box 765**

**Havre de Grace, MD 21078**

# Dear Vendor,

# The Havre de Grace Independence Day Commission would like to invite you to be a Vendor for our 2021 Independence Day Celebration, which will be held on Sunday, July 4, 2021. Enclosed is an application for a permit. If you are interested in participating as a vendor, hawker or peddler, please fill out and return the enclosed forms with your payment.

Email: hdgjuly4th@gmail.com

or Mail to:

Havre de Grace Independence Day Commission

Attn: Vendor Coordinator

PO Box 765

Havre de Grace, MD 21078

# Items required for a permit are:

# -completed and signed application with payment no later than June 4, 2021

-certificate of liability insurance with City of Havre de Grace named as additional insured

-Any sale or dispensing of alcohol and or food shall be governed by the Harford County Liquor Board and Harford County Health Department. Licenses must be applied for and properly displayed.

# Thank you for your interest in being a part of our celebration!

Sincerely,

# 

# **The Havre de Grace Independence Day Commission**

A close up of a sign

Description automatically generated

# **Permit Application**A close up of a sign Description automatically generated

Vendors, Hawkers, Peddlers

Havre de Grace Independence Day

July 4, 2021

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

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

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip Code\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_IMPORTANT: Sales Tax Number\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Type of Business (what are you selling?) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be bringing a generator? Yes No

Where will generator be located?\_\_\_\_\_\_\_\_\_\_\_

What side is service window on?\_\_\_\_\_\_\_\_\_

Food Truck/Vehicle description, tag number and height - including flags or awnings

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Permits Desired \_\_\_\_\_ @ $150.00 per vendor, location or individual peddler.

Event Request: \_\_\_\_\_\_ Parade Route - Union Avenue 12:00 p.m. - 4:30 p.m

\_\_\_\_\_ Hutchins Park Concert - 5:00 p.m. - 9:30 p.m.

\_\_\_\_\_\_ Concord Point Concert - 5:00 p.m. - 9:30 p.m.

Size of space you are requesting (Extra large requests may incur additional charge) \_\_\_\_\_\_\_\_\_

Total amount enclosed: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Checks made payable to:***

***Havre de Grace Independence Day Commission.***

Permit deadline is June 4, 2021. We do not grant exclusivity for any vendor or vendor type.

The Havre de Grace Independence Day Commission reserves the right to deny any applicant for any reason. Applications are accepted for Food and Merchandise Vendors only.

**A confirmation will be sent via email a week in advance of the event. If you do not receive confirmation, please contact: Vendor Coordinator at** [**hdgjuly4th@gmail.com**](mailto:hdgjuly4th@gmail.com)

**Initial \_\_\_\_**

Vendor Guidelines

- Placement of vendors cannot be altered once it has been assigned. Electricity is not offered. If you are bringing a generator, please let us know where the generator will be placed. **Only quiet generators are permitted.**

-Any vendor violating any laws or parade vendor guidelines may be asked to leave at any time and will not be reimbursed for vendor fees.

-If you have not checked in one hour prior to parade time, you will not be guaranteed your space and will lose your application fee. Plan well in advance for street closures, traffic and parking issues. Specific instructions will be emailed to you at least one week prior to the event.

-Please stay in your assigned space. Do not leave it unattended. Keep it clean at all times. Money and merchandise must be kept secure. The Havre de Grace Independence Day Commission is not responsible for any loss you may incur.

-The City of Havre de Grace will be providing a list of vendor names and contact information to the Maryland Comptroller's Office prior to the event. If you do not have a sales tax number, you must contact the MD State Comptroller’s Office for a temporary permit for this event.

-A Harford County Health Department Permit for operation of a food service is required. It is your responsibility to obtain approval from the Harford County Health Department. No refund will be given to any vendor who is closed by the Health Department due to unacceptable conditions or noncompliance. **Health Department permit must be prominently displayed at all times in all vendor locations.**

-The Havre de Grace Independence Day Commission will not be responsible for cancellation or the closing of any activities due to weather conditions during the event. Full vendor fees will still be expected and no refunds will be granted.

-All vendor spaces must be clean and free of trash no later than 90 minutes after the close of the event.

-Off site parking is not guaranteed. Plan to unload your vehicle and move it at least one hour before the parade starts.

-Advertisements may include a list or partial list of vendors.

Applicant’s Signature Date