

From: Vendor Committee
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 2023 Independence Day Celebration, which will be held on **Sunday, July 2nd, 2023**. Below 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.

The application fee for vendors remains \$150 for one phase. However, vendors who wish to participate in two phases of the day (Parade plus the evening event at Concord Point or Commerce Street) will pay an application fee of \$250. Vendors are still eligible for the "Early Bird" discount. If the application AND payment are received prior to April 15, 2023, vendors are eligible for a \$50 discount.

Email: vendors.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 May 31, 2022
- 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



Permit Application
Vendors, Hawkers, Peddlers
Havre de Grace Independence Day
July 2, 2023



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

Event Request:

___ Parade Route - Union Avenue 12:00 pm - 4:30 pm - **\$150**

___ Parade Route & Concord Point Concert/Commerce Street 12:00 pm–9:30 pm - **\$250**

___ Hutchins Park Concert - 5:00 pm - 9:30 pm (Must be set up one hour prior to event start) - **\$150**

___ Concord Point Concert/Commerce Street - 5:00 pm - 9:30 pm - **\$150**

*Tents serving food will be limited to the parade route. Concerts will only be able to accommodate food trucks. Limited spots are available for the evening events. Vendors who wish to occupy both the Parade Route and Concord Point Concert must be capable of a quick break down and set up as there is a limited window of time. Parade Vendors may set up any time after 8 AM.

Size of space you are requesting (oversized requests may incur additional charge) _____

Total amount enclosed (See prices above, subtract \$50 before April 15, 2022): \$ _____

**Checks made payable to:
Havre de Grace Independence Day Commission.**

Application deadline is May 31, 2023. Health Department Certificate must also be received by this date. 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 Committee at vendors.hdqiuly4th@gmail.com.

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 event start, 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