

**Town of Indian Head**  
**Big Day of Play**

Sponsored by the Town of Indian Head Parks and Recreation Committee  
**Saturday, August 27, 2016**  
**12pm to 4pm**  
Rain or Shine

Participant Registration Form

Main Contact Information (Please Print or Type)

Company Name \_\_\_\_\_  
Name of Business \_\_\_\_\_  
Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Web: \_\_\_\_\_

List Items for sale/display: (include main item, sides, beverages, description of display items)

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

I/We are (please check one):

Non-Profit Organization     Local Business     Business     Entertainment Company

Do you require: (please check one)     Outdoor Space     Indoor Space

Do you need electricity?     Yes     No

Will you be using your own Tent or Trailer? If so, please specify size     Yes     No

All spaces are generally 12' x 12' blocks (outdoor space) and 10'x10' blocks (indoor space). I require an area that measures \_\_\_\_\_ . Please take into consideration such things as display easels, trailer size (including additional tongue length and door or ramp needs), tent size (including anchoring guidelines and stakes), so that you express your TOTAL space needs.

### For Outdoor Spaces:

I/We understand that the Town of Indian Head will NOT provide tables, chairs, tent's, canopies, setup/take down crew. I am responsible for providing my own. I understand the event takes place rain or shine.

### For Indoor Spaces

The Town of Indian Head will not provide tables or chairs. Each vendor must supply their own. The Town of Indian Head will not furnish extension cords, display stands, easels or any other equipment. I understand that applications are processed on a first-come, first served basis and sales of duplicate items will not be permitted in order to promote fairness amongst participants. Written confirmation will be provided with approved requested sales/displays items.

### For Food Vendors

All Charles County Health Department Temporary Food Sales Rules and Regulations will be strictly adhered to. The Temporary Food Sales Permit Application package is attached for use by all Food & Beverage Sales Vendors. **Note: Vendors are responsible for obtaining the Temporary Food Sales Permit directly through the Charles County Health Department. All Food vendors must have an approved Temporary Food Sales Permit to participate in this event.**

Participants setup may commence no earlier than 9:00 am on Saturday, August 27, 2016 and take down in its entirety must take place at the close of the event.

Please initial your acknowledgement\_\_\_\_\_

# Town of Indian Head

# Big Day of Play

Sponsored by the Town of Indian Head Parks and Recreation Committee

## Vendor Contract & Hold Harmless Agreement

THIS APPLICATION AND VENDOR AGREEMENT conveys the requirements for all vendors who will work at the Town of Indian Head Parks and Recreation Committee's Healthy Parks, Healthy You Get Moving event at Village Green and Pavilion on **Saturday, August 27, 2016**.

In return for use of space, you hereby agree to abide by all rules and regulations stipulated below.

- **Space & Fees.** The Town of Indian Head Parks and Recreation Committee WILL NOT a fee in exchange for 2 DONATED ITEMS for raffles and giveaways as indicated on the application. Space location assignments are non-negotiable. Final space locations will be assigned and sent to vendors on or before August 20, 2016.
- The Parks and Recreation Committee is encouraging demonstrators of environmentally friendly products or services. These vendors will be given priority in space assignment.
- **This is a Zero Waste event.** Be sure all of your materials (plates, bowls, cups, stir - sticks, straws, cutlery, etc.) are compostable. Please do not use items with additional packaging (example: cutlery sets wrapped in plastic, butter pats wrapped in foil or waxed paper, candies with wrappers, etc.). If you have any questions or need assistance please contact Curtis Smith or Cynthia Jackson at [ParksandRecCommittee@townofindian.org](mailto:ParksandRecCommittee@townofindian.org). **No alcoholic beverages or pets are allowed at the event.**
- The Town of Indian Head's Parks and Recreation Committee reserves the right to remove any products or materials it does not consider suitable for a general audience of adults and children.
- **SET UP and TAKE DOWN TIMES:** Saturday, August 27<sup>th</sup> only; beginning at 8:00 a.m. All vendors must be set up by 10:30 am. You can drive ONE VEHICLE to the unloading area to unload your materials. Vehicles must be removed from the unload area immediately after unloading. No vehicles will be allowed to load or unload after 11:00 a.m. Each party shall clean its area at the end of the event. Final clean up and breakdown must be completed by 6:00pm. Vehicles will not be allowed back into the event area until the event is over and public participants have departed.
- Bring all equipment needed for your activity or event, including handcarts for loading and unloading.
- **Laws and Rules:** The vendor shall comply with all state laws, City ordinances, regulations of the Town of Indian Head Parks and Recreation Committees' applicable to activities in The Town of Indian Head, and any lawful order of a Parks representative made to prevent injury or damage. The vendor assumes responsibility for all activities it conducts during the event, including but not limited to supervision and control to prevent injury or damage; maintenance of the premises during the use; picking up bottles, debris and refuse; and providing security to maintain order.

I/We the undersigned acknowledges I/we have read, understand, and agree to be bound by the terms of this agreement and for myself, my heirs, administrators and assigns, waive and release any and all right and claim for damaged I/we have against the Town of Indian Head's Parks and Recreation Committee's Healthy Parks, Healthy You Get Moving "BIG DAY OF PLAY" event, Town of Indian Head or any organization or individual connected with this event, their representatives, successors and assigns for any and all damages, losses, thefts or injuries which I/we suffer while taking part in any activities linked to this event or suffered as a consequence of or arising or resulting, directly or indirectly, from any act or omission of the User on or about the premises.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Business/vendor Name \_\_\_\_\_

For questions or additional information, please email: [ParksandRec@townofindianhead.org](mailto:ParksandRec@townofindianhead.org).

**Email or mail completed applications to:**

**Curtis Smith/Cynthia Jackson  
The Town of Indian Head  
Indian Head Parks and Recreation Committee  
4195 Indian Head Highway  
Indian Head, MD 20640 by Friday, August 19, 2016**

General Event questions can be directed to Curtis Smith at 703-300-2220 and Cynthia Jackson at 202-257-6119 or email us at [ParksandRec@townofindianhead.org](mailto:ParksandRec@townofindianhead.org).