



**DAMASCUS COMMUNITY FAIR**  
**P.O. BOX 531 DAMASCUS, MARYLAND 20872**  
FEDERAL ID# 52-1914245

**2017 VENDOR/COMMERCIAL SPACE RULES AND REGULATIONS**

**Vendor/Commercial Space Information:**

The Damascus Community Fair will provide vendors with a space approximately 8' X 8'. Vendors will be required to supply any tables, chairs, display equipment, etc. needed for their space. Fee for space(s) are listed on the application. Due to the electrical needs of the Fair, there is no electricity available for use and no generators allowed. The spaces will be available:

Friday, September 8th, 2017 (12 PM – 9 PM)  
Saturday, September 9th, 2017 (9 AM – 9 PM)  
Sunday, September 10th, 2017 (9 AM - 4 PM)

**Rules and Regulations:**

1. Vendor spaces are \$115.00 each, and on a first come first served basis once an application has been sent to you. An acknowledgment for space reservation shall be sent to vendor by e-mail. All fees paid will be non-refundable, unless spaces are full or for reasons of duplicate brand vendor at the time your application is received by the Fair. **NO EXCEPTIONS!!!!**
2. The Damascus Community Fair will provide local Vendors with a space approximately 8' X 8' undercover in a large Vendor tent unless other circumstances prevail and communicated.
3. Vendors will be required to supply their own tables, chairs, display equipment, table coverings etc. as needed for their space. Setup can take place at any time prior to noon on Friday of the Fair.
4. \*For safety reasons, no floor standing display may be taller than 7 feet regardless of space location.
5. No holes or stakes may be placed in the ground larger than 1 square inch in area.
6. There is NO Electricity available and no generators are allowed in any Vendor/Commercial Spaces. Any electric cords by Vendors are prohibited. *This is necessary due to the shortage of electricity for the operation of the Fair and general safety concerns.*
7. No vendor shall specify a specific location desired for their space, however may ask to be placed beside another Vendor. Spaces are assigned per availability and type service offered.
8. All vendors must have their displays in place and all vehicles removed from the curbside 15 minutes before starting times, as listed above.
9. No vendor will be allowed to solicit in outside their assigned space unless as a scheduled demo.
10. No sale or give-a-ways of food or drink allowed. *The Fire Department is the only food vendor.*
11. All vendors will be required to keep their area neat and clean and to remove their trash during, and at the end of each day of the Fair.
12. The Damascus Community Fair Board of Directors shall have the right to disapprove and demand the removal of any items they deem improper for display, sale, or "give-away" at this FAMILY EVENT. Failure to comply with a request for removal for such items will result in the vendor's forfeit of their space and they will be banned from the premises.
13. All vendors shall be governed at all times by these and any additional rules and regulations deemed feasible by the Damascus Community Fair Board of Directors. No additional regulations will be added without notification to the Vendors.
14. The Damascus Community Fair Board of Directors and/or the Damascus Volunteer Fire Department will not be held responsible or liable for any injury to vendor, commercial owners, or any other person. Nor will they be liable for any damage, theft, or loss to the vendor's property or equipment at any time related to the Fair event.
15. For an additional fee of \$15.00, and if you have a website, we will include your Company Logo and a link to your homepage on our "Fair Supporters" page on our website until June of the 2018. Once your URL is listed we will copy the logo from your website. Please mark the space on the application for this, provide payment and your company URL.

**Questions:**

Questions concerning vendor spaces may be answered by emailing Randy Conlan at [r.conlan@damascusfair.org](mailto:r.conlan@damascusfair.org)

**For General Fair Information, visit "www.DamascusFair.org".**



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**2017 VENDOR\COMMERCIAL SPACE RESERVATION APPLICATION**

To reserve space at the Damascus Community Fair to be held on September 8,9,10, 2017, at the Damascus Volunteer Fire Department Activity Building and Grounds, complete the following application and return it with the correct fee. **All applications are received on a first come first served basis.** Checks or money orders should be made payable to the Damascus Community Fair.

(Please print clearly or type all requested information below)

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

Contact Name & Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

An acknowledgment for space reservation will be returned to vendor by e-mail or by phone.

Description of Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please reserve the following space(s) for the 3 days of the Fair:**

\_\_\_\_\_ Space(s) @ \$115.00 each.

Yes \_\_\_\_\_ I am adding an additional \$15.00 to include my company logo and link on your website.

URL is: \_\_\_\_\_

I acknowledge that I have included \$\_\_\_\_\_ for total payment of the above requested space(s) and website link. Additionally, I have read the Vendor/Commercial Space Rules and Regulations on the other side and agree to the terms as provided for my space(s) at the 2017 Damascus Community Fair.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make a copy of this form for your records and send the completed original sealed application to:

**The Damascus Community Fair**  
**Vendor/ Commercial Space Registration**  
**P.O. Box 531**  
**Damascus, MD 20872**