



The City of Westminister  
 Recreation & Parks Department  
 11 Longwell Avenue  
 Westminister, MD 21157

<b>FOR OFFICE USE ONLY</b>	
AMOUNT PAID: _____	SPACE #: _____
NOTES: _____	
_____	

## 2012 Flower & Jazz Festival Craft Vendor Registration Form

By submitting a signed copy of this form, I am requesting space in the **Westminister Flower & Jazz Festival** on **Saturday**, May 12, 2012 from 10 am to 4 pm. I agree to pay the cost of the space requested with payment in full to accompany this contract. I understand that the **Westminister Flower & Jazz Festival** is a rain or shine event. No refunds granted after April 10, 2012. I agree to comply with instructions, rules and regulations governing the **Westminister Flower & Jazz Festival**. I subscribe and agree to all terms, conditions and authorizations contained in this contract and acknowledge receipt of a copy of Rules and Regulations for the **Westminister Flower & Jazz Festival 2012**. Vendors and exhibitors agree to hold the City of Westminister harmless from any and all liability arising out of the vendor's occupancy of City grounds. The City of Westminister cannot accept responsibility for damage or injury to persons or property, including exhibits during the **Westminister Flower & Jazz Festival**.

Signature of Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Please type or print below\***

Name(s): \_\_\_\_\_

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

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

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

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

MD State Sales Tax I.D. Number: \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary \_\_\_\_\_

Description of vendor's products: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Fees: Craft Vendor: \$75 per space-Approx. 10 ft. x 10 ft.**

**Total Fee Enclosed \$ \_\_\_\_\_**

**Spaces open until filled.**

**Make checks payable to The City of Westminister. Mail To: The City of Westminister**

**Attn: Recreation & Parks Department, 11 Longwell Avenue, Westminister, MD 21157**

**For more information contact, Nikki Haschert, 410-857-9072.**

**Fax: 410-848-8310/ website: www.westministermd.gov**

**THERE IS A \$35 FEE FOR RETURNED CHECKS**

If you would like to pay with a credit card please call our office at 410-857-9072

**2012 Flower & Jazz Festival**  
**Rules and Regulations**

**East Main Street**

1. Flower and Jazz is a Mother's Day themed event. Vendors are encouraged to offer products and items with special appeal to moms, grandmothers, sisters, daughters, etc.
2. Westminster City Recreation and Parks staff reserves the right to allow any vendor they deem appropriate to participate in the theme of the Festival.
3. (See Enclosed Map) All vehicles must enter from Railroad Avenue (Rt. 27) on to Tuc Road. Then make a right on to Longwell Ave and follow to E. Main. Make a right on to East Main. You will not be allowed to make U-turns or back up Main Street. After unloading make a right on to Railroad Avenue (Rt. 27) North to Conaway Lot on the left side.
4. Vendors will be allowed to unload during the following times:  

**Parking Pass A    East Main Street.....6 am to 7:30 am**  
~Vehicles must be off the street by 7:30 am~

**Parking Pass B    East Main Street.....7:45 am to 9:30 am**  
~Vehicles must be off the street by 9:30 am~
5. Vendors must unload promptly, place items on the sidewalk, move vehicle to the parking area at the Conaway North Lot (see map). **DO NOT set up until the vehicle has been moved. This rule will be strictly enforced.**
6. The State of Maryland does on site verification of sales tax permits.
7. Food vendor compliance with Health Department regulations will be verified by Health Department officials. Forms will be mailed to you upon acceptance to the show.
8. Breakdown and cleanup must begin promptly at 4 pm. Once a vendor has packed their belongings to the street they will be issued a TICKET to access their space. **NO ONE WILL BE ALLOWED TO ACCESS THEIR SPACE WITHOUT A TICKET.** Street reopens at 5 pm. Early breakdown could result in exclusion from future shows conducted by the City of Westminster.
9. Vendors must remove all trash at the close of the festival.
10. These rules and regulations do not excuse any vendor from complying with all local and state ordinances.
11. **NO REFUNDS** - Flower/Jazz Festival is a rain or shine event.

**2012 Flower & Jazz Festival**  
**Rules and Regulations**

**West Main Street**

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2. Westminster City Recreation and Parks staff reserves the right to allow any vendor they deem appropriate to participate in the theme of the Festival.
3. (See Enclosed Map) All vehicles for West Main Street must enter from Railroad Avenue (Rt. 27). After unloading make left onto Bond Street. Then left onto Green Street and left onto Railroad Avenue (Rt. 27). Follow 27 North to Conaway Lot on the left side.

4. Vendors will be allowed to unload during the following times:

**Parking Pass A West Main Street.....6 am to 7:30 am**

~Vehicles must be off the street by 7:30 am~

**Parking Pass B West Main Street.....7:45 am to 9:30 am**

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# BREAKDOWN POLICY

Breakdown and cleanup must begin promptly at 4 pm. Once a vendor has packed their belongings to the curb they will be issued a TICKET to access their space.

NO ONE WILL BE ALLOWED TO ACCESS THEIR SPACE WITHOUT A TICKET!

Street reopens at 5pm. You must be off the street at 5pm. Early breakdown could result in exclusion from future shows conducted by the City of Westminster.

## OTHER REMINDERS:

You may access-

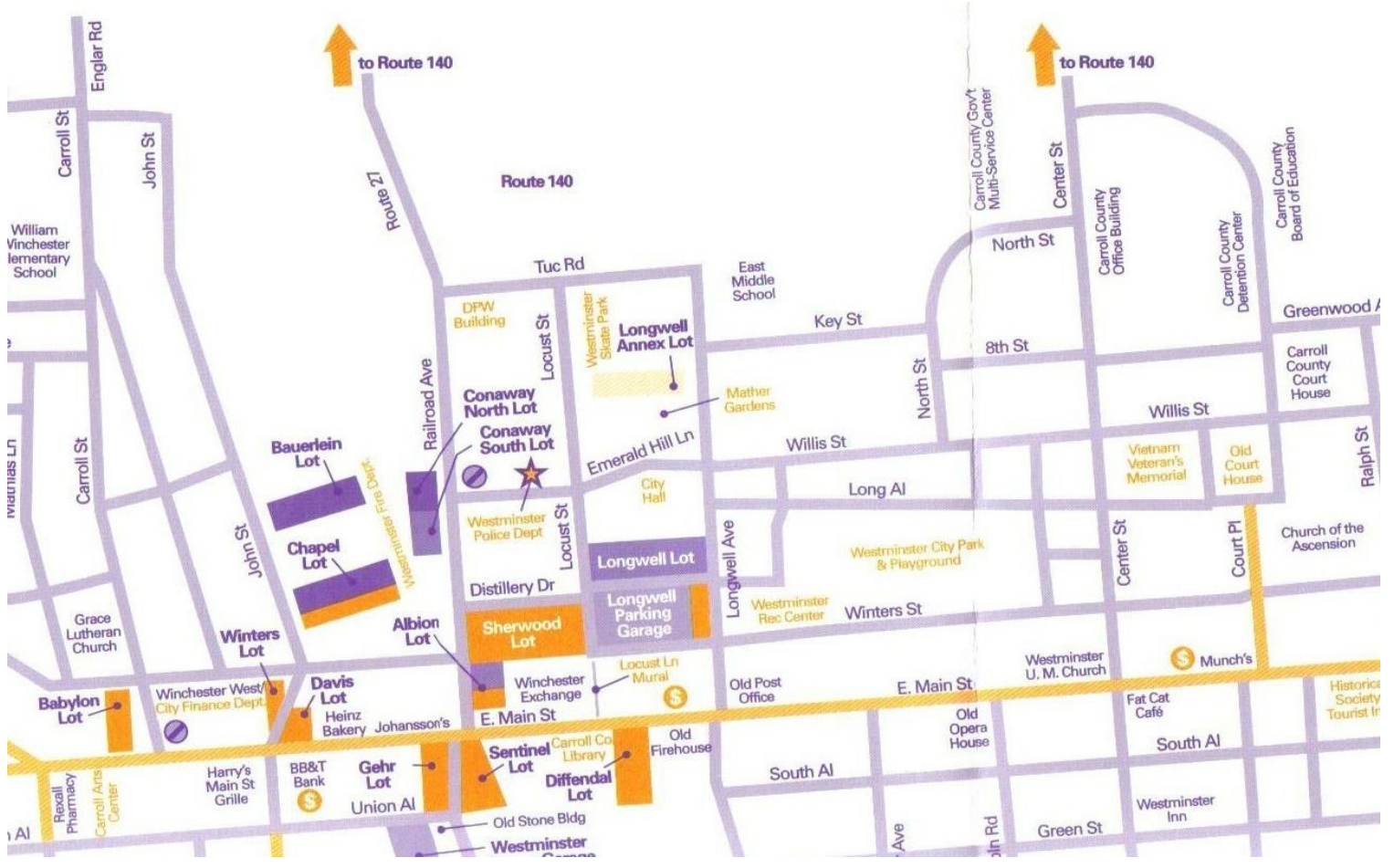
<http://www.westminstermd.gov/recreation/2012CraftVendorPacket.html>

to determine if your application has been accepted. A written confirmation with your space assignment and parking pass will arrive via USPS in early April.

You MUST stay in your designated 10x10 space, if you need more space you need to reserve 2 spaces.

The City of Westminster is not responsible for lost, damaged or stolen items.

READ #3 AGAIN...LOOK AT YOUR MAP...KNOW YOUR WAY.



Englar Rd  
Carroll St  
John St  
William Vinchester Elementary School

to Route 140  
Zephyr Rd  
Route 140

Carroll St  
John St  
Grace Lutheran Church

Carroll St  
John St  
Winters Lot

Carroll St  
John St  
Bauerlein Lot  
Chapel Lot

Carroll St  
John St  
Winchester West City Finance Dept

Carroll St  
John St  
Davis Lot  
Heinz Bakery  
Johansson's

Carroll St  
John St  
Babyion Lot  
Rexall Pharmacy  
Carroll Arts Center

Carroll St  
John St  
Harry's Main St Grille  
BB&T Bank  
Gehr Lot  
Union Al  
Sentinel Lot  
Carroll Co Library  
Diffendal Lot  
Old Stone Bldg  
Westminister

Route 140  
Tuc Rd  
East Middle School

Locust St  
Longwell Annex Lot  
Westminister Skate Park  
Mather Gardens

Locust St  
Conaway North Lot  
Conaway South Lot  
Westminister Police Dept  
City Hall

Locust St  
Longwell Lot  
Longwell Parking Garage  
Longwell Ave

Locust St  
Longwell Ave  
Westminister Rec Center

Locust St  
Longwell Ave  
Westminister U. M. Church

Locust St  
Longwell Ave  
Old Post Office

Locust St  
Longwell Ave  
Old Firehouse

Locust St  
Longwell Ave  
South Al  
Green St

to Route 140  
Center St  
Carroll County Gov't Multi-Service Center

Center St  
Carroll County Office Building  
Carroll County Detention Center  
Carroll County Board of Education

Center St  
North St  
Key St  
8th St  
Greenwood Ave

Center St  
North St  
Willis St  
Carroll County Court House

Center St  
North St  
Willis St  
Vietnam Veteran's Memorial  
Old Court House

Center St  
North St  
Willis St  
Westminister City Park & Playground

Center St  
North St  
Willis St  
Church of the Ascension

Center St  
North St  
Willis St  
Munch's

Center St  
North St  
Willis St  
Fat Cat Cafe  
South Al  
Westminister Inn