

## **4<sup>th</sup> Friday Street Festival Important Vendor Information**

**Application Approval:** The Downtown Pocomoke Association will review your application once received. An email will be sent to you letting you know if your application has been approved. The Downtown Pocomoke Association has the right to refuse an application based on availability & the rules stated below. Only one vendor per product type will be allowed at the festival to avoid duplication of sales. (Ex: Mary Kay, 31, Pampered Chef, Bake Sales, etc.)

**Inclement Weather:** In the event of rain, the Downtown Pocomoke Association will make the decision to cancel the event & resume the 4<sup>th</sup> Friday of the following month. This decision will be made between 2:00-3:00pm the day of the event. Emails will be sent out & updates will be on [downtownpocomoke.com](http://downtownpocomoke.com) & our Facebook pages "Downtown Pocomoke Association" & "City of Pocomoke".

**Setup information:** An email will be sent out the Wednesday before the event with setup information. Setup time is between 3:30pm and 5:00pm. **Cars must be moved off Market St. & parked in one of our municipal parking lots due to the streets closing from 5-8pm.** Your assigned number will be written in sidewalk chalk to help you locate your spot. When setting up your table/display (you must supply your own) please make sure not to block the storefront entrances for their customers.

**Restrictions:** Please keep art PG rated. No re-sellers or flea-market type items. Vendor is not allowed to sell knives, guns, swords, poppers, silly string or any paraphernalia deemed by the Downtown Pocomoke Association or Police Department to be unsuitable for this event.

**Security:** Neither the Downtown Pocomoke Association nor the City of Pocomoke shall be responsible for lost or stolen items. Each Vendor is expected to secure their area and its contents during the event.

**Liability:** The Vendor is entirely responsible for the assigned booth/exhibit space and agrees to reimburse the City of Pocomoke for any damage to floors, walls, doors, buildings and/or grounds, sustained within such space during the period of time the Vendor has contracted for (including move-in and move-out).

**Trash:** Vendors are expected to provide for trash collection in their booth and to empty that trash into receptacles provided by the City.

**Compliance:** The Vendor must comply with all Vendor Rules and Regulations relating to 4<sup>th</sup> Friday in Downtown Pocomoke. **These Rules and Regulations are to be considered an integral part of the attached registration form.**

• If you registered for the event & are no longer able to attend, please contact Mike Shannon immediately to notify her of your change in commitment. 410-957-1333 x107 or [mshannon@pocomokemd.gov](mailto:mshannon@pocomokemd.gov)

**We look forward to having you at the 4<sup>th</sup> Friday in Downtown Pocomoke!**