

**'Pop Up on Penn'**  
**(Local business showcase pop up shop)**  
**Saturday, May 4, 2024**  
**10am to 4pm**

**APPLICATION FOR EXHIBITORS**

**Closes: April 1, 2024**

**Vendor Fee: FREE**

*The Walkersville Economic Development Commission (EDC) is hosting their first, local business pop-up shop event, "Pop Up on Penn". We would like to invite any businesses, artisans, and non-profits, in the 21793 zip code, to join us! This event coincides with the opening day of the Walkersville southern railroad, and will be a great promotional opportunity with our community, and the visitors for the railroad.*

The acceptance guidelines for Vendor applications are listed below.

- Vendor applications will be accepted until **April 1, 2024**.
- Applications are accepted in the order they are received – **SPACE IS LIMITED!**
- Business **MUST BE** within 21793 zip code.
- Vendor spaces will be 12x12.

The Walkersville EDC Pop Up on Penn event is May 4, 2024, and will occur regardless of inclement weather. In the event of severe weather, it is at the discretion of the EDC on whether or not to cancel the event.

**Completed applications can be submitted in person to the Town Office and to [EDC@Walkersvillemd.gov](mailto:EDC@Walkersvillemd.gov)**

Walkersville Town Office  
21 W Frederick St  
Walkersville, MD 21793

For questions, please contact Ashley Bailey, Communications Specialist.

e-mail: [EDC@WalkersvilleMD.gov](mailto:EDC@WalkersvilleMD.gov)

phone: 301-845-4500.

## Vendor Rules

1. The Walkersville EDC Pop Up on Penn event, is open to business vendors 18 years or older (or younger with adult supervision), within 21793 zip code.
2. Vendors must be present to exhibit their displays during the event hours (10 am – 4pm).
3. Vendor set-up from 9:30 to 10 am. Vendor clean-up from 4 to 4:30 pm.
4. The booth space is 12' x 12'. Vendors must provide their own pop-up tents.
5. It is the Walkersville Economic Development Commission's exclusive right and responsibility to remove displays (or entire booth) that are not in compliance with our vendor rules. The committee reserves the right to remove a vendor from the event for inappropriate behavior or circumstances detrimental to a public event.
6. Vendors are responsible for collecting and paying their Maryland sales tax.
7. Vendors are responsible for removing personal items, and cleaning booth areas.
8. Vendors may not break down their booths prior to the end of the event (4 pm). Early breakdown sends a negative message to those attending the event.
9. There is no electricity, and generators will not be permitted.
10. Designated parking for vendors is provided.
11. Each vendor will receive a vendor packet with their booth number, parking information, and check-in procedures.

I have read, understand, and agree to the Pop Up on Penn local business pop up shop vendor rules, scheduled on May 4, 2024.

**SIGNATURE:**

**DATE:**

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**Vendor Application**

<b>Business Name</b>	
<b>Business Address</b>	
<b>Business Website</b>	
<b>Primary Contact First Name</b>	
<b>Primary Contact Last Name</b>	
<b>Primary Contact Email Address</b>	
<b>Primary Contact Phone Number</b>	
<b>Product Description</b> 25 words max  Please e-mail images of your products. <a href="mailto:EDC@WalkersvilleMD.gov">EDC@WalkersvilleMD.gov</a> We will feature them on our Facebook page.	

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I have read the information in this vendor application and hereby agree to all conditions outlined for the Walkersville Economic Development Commission (EDC) Pop Up on Penn Event 2024. I understand that the Walkersville EDC reserves the right to reject any application that does not comply with the conditions stated in this application. If accepted, I agree that the Walkersville EDC may use my name for promotional and publicity purposes in print, advertising, publications, etc. The undersigned will not be paid for the stated promotional use.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Release and Indemnification Agreement**

I \_\_\_\_\_, the Participant, acknowledge that the Walkersville Economic Development Commission (EDC) is sponsoring an event known as the *Pop Up on Penn* local business pop up shop, to be held on May 4, 2024, and that my participation in that event is wholly voluntary on my part and solely with the permission of the Walkersville EDC. In consideration of the permission granted to me by the Walkersville EDC authorizing my participation in this event, I hereby agree as follows:

1. I hereby agree to participate in the Pop Up on Penn local business pop up shop activities at my sole risk. I agree that the Town of Walkersville, the Walkersville Economic Development Commission, event committees, officials, servants, agents, officers, employees, and volunteers shall not be liable to me, or to any one claiming through me, for any claims, demands, actions, or causes of action for any personal injury, death or property damage to me or my property which arises out of, is related to or is in any way connected with my participation in, attendance or presence at any of the Pop Up on Penn pop up shop event activities regardless of the nature of the activity.
2. I do further expressly and forever release and discharge the Town of Walkersville, the Walkersville Economic Development Commission, officials, servants, agents, officers, employees, and volunteers from any and all such claims, demands, actions, or causes of action for personal injury, death or property damage caused by, arising from or in any way related to, in whole or in part, acts of active or passive negligence on the part of the Town of Walkersville, the Walkersville Economic Development Commission, event committees, officials, servants, agents, officers, employees, and volunteers.
3. I do agree to indemnify, defend and hold harmless the Town of Walkersville, the Walkersville Economic Development Commission, event committees, officials, servants, agents, officers, employees, and volunteers from any and all liability for personal injury, death or property damage caused by, arising from or in any way relating to my intentional acts, my active or passive negligence or my participation in the Pop into Spring local business pop up shop event or that of my employees, servants or agents.

**SIGNATURE:**

**DATE:**

**PRINT NAME:**