

LONDON TOWNE PROPERTY OWNERS' ASSOCIATION
ANNUAL HOLIDAY CRAFT, ART, AND GIFT SHOW
AT LONDON TOWNE PROPERTY OWNERS' ASSOCIATION CLUBHOUSE, 170 Mayo Road., EDGEWATER, MD
CONTRACT TERMS FOR SPACE RENTAL
DECEMBER 2, 2023

1. **Entry Fee:** London Towne Property Owners' Association aka LTPOA shall furnish one space approximately 8 ft wide x 6 ft deep for a **nonrefundable** rental fee of **\$40 including 1 table (7.5 ft x 2.75 ft)**. Fees will be refunded only if LTPOA cancels the show (and COVID related illness). Chairs are available at no charge. Vendors may purchase one additional space as available (\$40). The completed application/contract and all fees must be received prior to November 17, 2023. All applications and fees received before November 5 earn a \$5 discount.

2. **Spaces:** Space is available on a first come, first served basis, in order of application. Your space will be assigned when you arrive. YOUR ENTIRE DISPLAY MUST FIT WITHIN YOUR DESIGNATED SPACE. Electricity is available on a very limited basis and must be requested in advance. A table cloth is required (a plastic rectangle tablecloth will do; approximate size 54" x 108"). All duplicate inventory must be covered and out of sight. There are 3 corner spaces.

3. **Food:** Food and drink for consumption during the show will not be sold by vendors. Vendors make take orders for food they sell.

4. **Acceptable items:** **Craft** items offered for sale must be handmade, home-produced, crafts or works of art. If your craft utilizes minimal commercial products, the resulting product should be primarily composed materials made by you, the crafter or artist. The organizers of this event want a preview of your craft. **Vendor** items must be from recognized, respected, companies. We encourage each vendor to have some cash & carry items available for purchase on the day of the sale. We are accepting only one of each vendor company to participate. It is critical that you document on the application/contract form the exact vendor that you represent. There may be more than one vendor company represented in a particular category (two cookware companies but not two Pampered Chefs). If there are questions, call 410-956-4808 & leave a message. Your call will be returned by a LTPOA Events Committee member.

5. **Set Up and Take Down:** Set up may begin no earlier than 7:00am at which time your space will be assigned. Participants must be completely set up by 9:30am, must stay in place until 2:00pm (new closing time this year), and must vacate by 3:30pm. The show hours are 10:00am to 2:00pm. Do not begin to pack to leave before 2:00pm unless the organizers say it's OK.

6. **Unloading:** Participants may unload at the entrance and must move their vehicles to an area designated by the organizers as soon as the vehicles are unloaded. This is to allow parking space for customers. Unloading and loading help is available.

7. **Trash:** Participants are responsible for removal of all their own trash from the premises.

8. **Payment:** Make your check or money order payable to LTPOA and mail to: LTPOA Holiday Show, PO Box 356, Edgewater, MD 21037 with the application/contract form. If additional information is needed, you may send an email to ltpoa.events@gmail.com, or call LTPOA at 410 956 4808 and leave a message for LTPOA Events Committee.

Participants, upon acceptance of this agreement, release LTPOA from any and all liability for any damage, injury, or loss to any person or goods from any cause whatsoever.

LONDON TOWNE PROPERTY OWNERS' ASSOCIATION, INC.
ANNUAL HOLIDAY CRAFT AND GIFT SHOW
APPLICATION/CONTRACT FOR SPACE RENTAL
FOR DECEMBER 2, 2023

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL ADDRESS: _____

WEBSITE (if applicable): _____

IS CONTRACTING WITH THE LONDON TOWNE PROPERTY OWNERS' ASSOCIATION, INC (LTPOA) ACCORDING TO THE TERMS LAID OUT IN THE CONTRACT TO DISPLAY AND SELL THE FOLLOWING ITEMS AT THE LTPOA'S ANNUAL HOLIDAY GIFT SHOW:

SPECIAL REQUEST(S): _____

Circle Yes or No:

ELECTRICITY NEEDED (LIMITED AVAILABILITY): YES NO

SIGNATURE _____ DATE: _____

_____ # SPACE(S) includes 1 table per space @ \$40; Spaces limited to 2; No discount if using your own table.

(CONTRACT/FEES RECEIVED BY NOVEMBER 5 DISCOUNT: minus \$5)

TOTAL AMOUNT ENCLOSED _____

CONFIRMATIONS WILL BE MADE UPON RECEIPT OF YOUR APPLICATION/CONTRACT WITH CHECK OR MONEY ORDER PAYABLE TO LTPOA. THIS MUST BE RECEIVED BY NOVEMBER 17, 2023.

MAIL TO:
LTPOA HOLIDAY SHOW
PO BOX 356
EDGEWATER, MD 21037