



Worcester County Recreation & Parks

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

Vendor & Exhibitor Information – Harbor Day 2025

LOCATION: Worcester County Commercial Fishing Harbor
12806 Sunset Ave, Ocean City, MD 21842

DATE: Saturday, October 11th

SET UP: 7:30am – 9:30am

STRIKE: 3:00pm

HOURS: 10:00am-3:00pm

DEADLINE: Friday, September 12th

In 2024, Harbor Day was a big hit, bringing in over 3000 attendees, drawing both county residents and visitors to the Commercial Fishing Harbor in West Ocean City. Over 40 vendors and exhibitors were on site, playing, educating, informing, and creating connections between the people of Worcester County and Maryland and the history and traditions of the Eastern Shore. This October, Harbor Day at the Docks is back and better than ever with our 2025 theme: *Sea to Table*.

A variety of community partners like you will be on site at this free event, providing educational exhibits, culinary, craft, and industry demonstrations. We're bringing in good food, great live music, and even more family-friendly exhibits and activities to maximize outreach, attendance, and impact. Don't miss your chance to connect with over 3000 potential clients from near and far at our annual Harbor Day at the Docks on October 11th!

Available Space	Description	Pricing
10 x 10	Standard Vendor Space: one (1) 8ft. table with two (2) chairs, tented	\$100
10 x 10	Non-Profit Vendor Space: one (1) 8ft. table with two (2) chairs, tented	\$0
10 x 30	Food & Beverage Space: exterior, for trucks & trailers	\$100

Sponsorship	Description	Pricing
Event	one (1) 3' x 5' banner, one (1) 18" x 24" sign	\$200

For more event information, or for sponsorship inquiries, please
contact: Kyle Jarmon at (410) 632-2144 x2519 or
KJarmon@worcestermd.gov

VENDOR & EXHIBITOR SELECTION POLICY

Vendors: Worcester County Recreation & Parks (WCRP) is constantly looking for high quality, compatible vendors. In your application, provide as much information about your product(s) as possible; food vendors must submit a full menu.

When reviewing applications, we consider: Quality, Reliability and Responsibility. How many other exhibitors offer similar products? Is this an exciting product that will attract patrons? Does this support our current event goals?

Event Theme: Each event has its own theme and branding. Vendors that fit these criteria may be given preference over others. The specifics will be outlined within the vendor information for each event.

- Harbor Day – maritime & nautical
- County Fair – farm & agriculture
- Health Fair – health & wellness
- Track or Treat – civic & community organizations

Vendor Mix: A percentage of space will be set aside for each type of vendor. This may change based on the event and will be outlined within the vendor information for that event.

- Arts & Crafts – handmade, photography, textiles, jewelry, painting, sculpture, clothes, accessories, etc.
- Lifestyle & Resale – Avon, Mary Kay, LulaRoe, etc.
- Nonprofit & Government – Law Enforcement, Libraries, Hospital, Fire Companies, etc.
- Childhood & Education – Activity Centers, Museums, Face Painting, etc.
- Food & Drink – food trucks, snacks, beverages and other consumables
- Special Interest - Suicide Prevention, Relay for Life, Political Causes, etc.

Available Space: Each vendor must fit our space requirements, whether inside or outside. While we may find a new vendor offering a product or service we would like to have, if the exhibit will not fit into available space, it cannot be accepted.

Booth and location assignments will be made at the discretion of Worcester County staff.

Look and Feel of Exhibit: Each applicant must include three (3) current photographs of the stand, trailer, or display (depicting the front, sides, and rear) as part of the application process. WCRP will give priority to unique vendors with attractive and appropriate presentations.

References: Each applicant must supply at least two (2) references from other special events that they have participated within the past twelve (12) months. WCRP will check references provided by the applicant. WCRP also reserves the right to investigate the applicant's participation and reputation at other events and venues not identified in the application.

General Criteria: The vendor solicitation and selection process are important to us at WCRP. WCRP reserves the right to reject a vendor application and/or terminate the vendor agreement.

WCRP reserves the right to reject or dismiss a vendor if they don't meet county standards. Any vendor, current or future, which has been suspended, expelled from, or otherwise penalized for violation of contract terms or rules at any other fair may be denied space at any Worcester County event.

Rating Rubric:

<u>Weighting Factor:</u>	<u>Criterion:</u>
10%	Uniqueness
20%	Qualification/experience at other events based on references
20%	Appearance of physical set-up
50%	Appropriateness of the event applied for

Each Vendor will be rated for each criterion on a scale of zero to four as described below:

Unacceptable	0
Poor	1
Fair	2
Good	3
Superior	4

Company Name				Contact	
Address		City	State	Zip	
Email		Phone	Social Media Accounts		
Event					
Which best describes your organization? (select one)					
<input type="radio"/> Maker/ Arts & Crafts	<input type="radio"/> Resale/ Lifestyle	<input type="radio"/> Non-Profit/ Government	<input type="radio"/> Kids & Education	<input type="radio"/> Food & Drink	<input type="radio"/> Special Interest
Please provide a brief description of your organization					
Food Vendor applicants are required to provide a sample menu of what they intend to provide at the indicated event(s). Is a sample menu included in the application?					Y / N
Is your organization currently involved, or does it anticipate any involvement in active litigation?					Y / N
Is your organization currently involved, or does it anticipate any involvement in acquisitions or mergers?					Y / N
Is your display oversized or does it require multiple spaces?			Y / N	Preferred space/size:	
WCRP will provide vendors/exhibitors with a minimum of one (1) 8ft table and two (2) folding chairs. Would you like to request more? <i>Requests do not guarantee availability. Not available for Worcester County Fair.</i>			Y / N	Tables	Chairs
Vendors/exhibitors are required to provide three (3) pictures of their display presentation. Are the pictures included in the application?					Y / N
Reference Name			Organization		
Email		Phone	Event		
Reference Name			Organization		
Email		Phone	Event		
I have provided the above information to the best of my knowledge			Approval		

Printed name					

Signature		_____		date	