

**ST. MARY'S COUNTY GOVERNMENT**  
**DEPARTMENT OF**  
**RECREATION AND PARKS**  
*Raymond E. Bivens, Director*



**Commissioners of St. Mary's County**  
James R. Guy, President  
Michael R. Alderson, Jr., Commissioner  
Eric S. Colvin, Commissioner  
Michael L. Hewitt, Commissioner  
Scott R. Ostrow, Commissioner

Dear Crafter/Vendor:

St. Mary's County Recreation & Parks would like to invite you to participate in the 42<sup>nd</sup> Annual Easter Egg Festival at the St. Mary's County Fairgrounds in Leonardtown, MD. This event will be held on Saturday, April 12, 2025, from 11:30 a.m. - 4:00 p.m. Applications are now being accepted for craft, merchandise and food vendors. Vendors are invited to participate in the day's festivities with a \$60.00 fee to guarantee space at the festival to sell their goods.

Recreation and Parks will attempt to have no duplicate vendors. (i.e. one Mary Kay consultant, one Pampered Chef etc.) **Vendors returning from previous years will be given priority but MUST submit their application and payment by February 28, 2025 to guarantee their space.** As of March 1, the remaining vendor spots will be open to all until March 28 or until all spots are filled, on a first come, first serve basis.

It is understood that in case of rain, all outdoor vendor activities/vendor tents will be moved indoors or cancelled, at which point a 50% refund of \$30.00 will be given to the vendor. You will be responsible for set up, staffing and take down of your own space but we can provide one 6-foot table and two chairs on a first come, first serve basis. Vendors are welcome to bring one additional table if desired, but your entire setup must remain within your designated approximate 10'x10' area, unless it has been otherwise agreed upon. Space for this year's festival will be limited so please know that we will work to the best of our ability to stick to the layout that will be emailed to you prior to the festival but be aware that things may need to be adjusted the day of. We appreciate your flexibility and understanding.

All groups and organizations conducting the sale of food and beverages must comply with all pertinent local and state Health Department regulations and **MUST provide Recreation & Parks with a copy of the Health Department certification along with the user agreement.** The Health Department will visit this event and it is understood that vendors that do not have a copy of the permit will be asked to leave the event. Vendors can contact the St. Mary's County Health Department at 301-475-4389 for more information on obtaining the proper permits.

Vendors can apply for the event by visiting [www.stmaryscountymd.gov/recreate/easter](http://www.stmaryscountymd.gov/recreate/easter). Click on the vendor link and follow the process for vendor approval. Be sure to completely answer all questions as incomplete applications may be denied. Once the vendor has been approved by the event coordinator, the vendor will be contacted via email and provided an online link to apply the \$60.00 vendor fee. This fee may also be paid in our main office. Specific information regarding festival set up and day of information will be provided closer to the event.

If you are unable to attend the event this year as a vendor, but are interested in sponsorship, please contact us. We have various sponsorship levels available.

Thank you, in advance, for considering our 2025 Easter Egg Festival as a showcase for your crafts, merchandise or delicious foods. We greatly appreciate your participation and look forward to hearing from you soon. If you have any questions, please email [crystal.haislip@stmaryscountymd.gov](mailto:crystal.haislip@stmaryscountymd.gov) or call 301-475-4200 ext. 1806.

Sincerely,

*Crystal B. Haislip*

Crystal B. Haislip  
Event Coordinator

# Easter Egg Festival Vendor Agreement

Saturday, April 12, 2025

Vendor paperwork due to R&P no later than March 28, 2025



## Vendor Contact Information:

Business/Organization Name :

Contact Person (first & last name) :

Business Mailing Address :

Phone Number :  Email Address :

Business Website :

## Vendor Description:

Please check the box that best describes your group or organization. Check all that apply.

Merchandise/Craft Vendor  Food Vendor  Information Vendor  Non Profit

Please provide a description of the items the vendor wishes to sell or services the vendor wishes to offer at the event. Please be specific. This is to ensure that we do not have multiple vendors of the same type. If the vendor decides to sell items other than what is listed, it must first be agreed upon by St. Mary's County Recreation & Parks (SMCRP).

## Agreements, Waivers & Signature:

Vendors are not approved until they have submitted an approval request online and received approval notification from the event coordinator. Payment of \$60 must be received within one week of approval to guarantee space. Prior year vendors have priority but must complete approval process by 2/28 to hold their space. On 3/28, all remaining spots will open to any new vendors. Final date to apply as a vendor will be 3/28.

It is agreed that all facility issues will be addressed by SMCRP. Vendors will be provided with space based on info gathered during the registration process. Day of issues & changes must be directed to the event coordinator.

Groups and organizations conducting the sale of food and beverage must comply with all pertinent local and state Health Department regulations and MUST provide SMCRP with a copy of the Health Department certification at the time of the event and/or submitted with this agreement. It is understood that vendors that do not submit the permit will be asked to leave the event.

Groups or organizations conducting the sales of merchandise must comply with all pertinent local, state, and federal laws pertaining to sales tax and reporting of income.

User knows, understands, and acknowledges the risks and hazards associated with using the property and hereby assumes any and all risks and hazards associated therewith. User hereby irrevocably waives any and all claims against the local government or any of its officials, employees or agents for any bodily injury (including death), loss or property damage incurred by the user as a result of using the property and hereby irrevocably releases and discharges the local government and any of its officials, employees or agents from any and all claims arising out of or associated with the use of the property.

User shall pay the local government for any and all physical loss or damage to the property (including the cost to repair or replace the property) caused by, arising out of, relating to or associated with the use of the property by the user or by the user's members, employees, agents or invitees.

By signing this form, you agree to the above waivers & all vendor specifics outlined in the Vendor Info Guide.

Vendor Signature

Date



# Easter Egg Festival Vendor Info Guide

Saturday, April 12, 2025

Vendor paperwork due to R&P no later than March 28, 2025



## Basic Information:

### Contact Information

Crystal Haislip  
Event Coordinator  
301-475-4200 ext 1806  
240-431-9384 cell

crystal.haislip@stmaryscountymd.gov

### Event Specifics

Saturday, April 12, 2025  
St. Mary's County Fairgrounds  
42455 Fairgrounds Road  
Leonardtown, MD 20650  
11:30am – 4:00pm

### Vendor Paperwork Due

Prior year vendors must apply by 2/28 to guarantee space. On 3/1, remaining vendor spots open first come, first serve, until filled.  
Final deadline – 3/28

## Set Up & Arrival:

- Vendors should not arrive earlier than 9:00am. At that time, entrance gates will be unlocked to allow vendors access to the festival grounds.
- Food truck vendors should check in at the back gate on Rt 5 entrance by the gas station. All other vendors should check in with the parking attendant at the gate on Fairgrounds Rd. Upon arrival at the gate, vendors will be provided with an updated event map. Be sure to note any changes from what was emailed ahead of time. You will then be instructed to proceed to the unloading zone or directed to the food truck area for set up.
- Vehicles will need to be moved out of the loading zone once they have unloaded all their materials. This should be no later than 10:30am. There will be no additional vehicles allowed in the food truck area. Personal vehicles can park in the vendor parking area or the main parking lot, as identified on your event map. No vehicles will be allowed back into the fairground area until the end of the event. There will be no exceptions to this for the safety of our guests.

## Inclement Weather:

- THIS IS A RAIN OR SHINE EVENT, although we cannot compete with extreme unforeseen circumstances and risk the safety of the public. As much notice as possible will be given for any necessary changes.
- Food truck vendors will still participate as planned during inclement weather.
- Indoor vendors will still participate as planned. If possible, outdoor vendors will be relocated indoors, although space may be reduced.
- If a vendor cannot continue outdoors, and cannot move indoors, a 50% refund of \$30.00 will be given to the vendor.
- If it is too wet for the egg hunt, Easter eggs will be given to all the vendors to distribute at their tables. More information on this will be provided within our inclement weather plan if necessary.

## Vendor Spaces:

- Volunteers will be available to help you unload your vehicle as quickly as possible upon arrival.
- Tables will be labeled with your name in your designated space.
- 1 - 6 foot folding table and 2 metal folding chairs will be provided. You may bring ONE additional table if you'd like, or ONE tent for outdoor vendors, but you must remain within your designated approximate 10'x10' area, unless otherwise arranged.
- You will be provided with a colored disposable tablecloth, but you may use your own if you have one. If you do not use the one provided for you, please leave it at your space and it will be picked up later.
- Any vendor that wants to move their space MUST have approval from the event coordinator and it is not guaranteed. We will do our best to adhere to the festival map that is sent out ahead of time, but changes may be made. We appreciate your flexibility.
- IF ELECTRICITY IS NEEDED, YOU MUST INFORM THE EVENT COORDINATOR AHEAD OF TIME SO THIS MAY BE PLANNED FOR. LAST MINUTE REQUESTS MAY NOT BE GRANTED! Food truck spaces will have electric, but you should be prepared with a backup generator should issues arise.

## Food Vendors:

- THIS IS A RAIN OR SHINE EVENT, although we cannot compete with extreme unforeseen circumstances and risk public safety. As much notice as possible will be given for any necessary changes.
- Food truck vendors will still participate as planned during inclement weather.
- Indoor vendors will still participate as planned. If possible, outdoor vendors will be relocated indoors, but space may be reduced.
- If a vendor cannot continue outdoors, and cannot move indoors, a 50% refund of \$30.00 will be given to the vendor.
- If it is too wet for the egg hunt, Easter eggs will be given to all the vendors to distribute at their tables. More information on this will be provided within our rain plan if necessary.

## Clean Up:

- Cleanup and breakdown can begin at 4:00pm. The area in front of the buildings will be reopened to allow vehicles in at this time. We will have activities until 4:00pm so we would appreciate the courtesy of staying open until the event officially concludes.
- Anyone requiring extensive time to pack up at the conclusion of the event are asked to bring their own tables to avoid a delay in our volunteers packing up and cleaning the fairgrounds.



Last day to apply as a vendor is 3/28. Vendors must receive approval from the event coordinator before they are confirmed. Payment of vendor fee is due within one week of vendor approval.

Event Coordinator : Crystal Haislip  
crystal.haislip@stmaryscountymd.gov

301-475-4200 ext 1806





42nd Annual



# EASTER EGG FESTIVAL

**PERFORMANCES • ARTS & CRAFTS • LIVE ANIMALS**



**APRIL 12,  
2025**

**11:30AM - 4:00PM**

**ST. MARY'S COUNTY  
FAIRGROUNDS**

**PURCHASE TICKETS ONLINE STARTING MARCH 10  
CASH OR CREDIT AVAILABLE AT THE EVENT**

[www.stmaryscountymd.gov/recreate/easter](http://www.stmaryscountymd.gov/recreate/easter)