

2026 Frosty Family Festival

Vendor Information & Application

Wicomico Youth & Civic Center Arena & Flanders

500 Glen Ave. Salisbury, MD 21804

December 20, 2026

9:45AM-4:00PM

Application Deadline: 11/20/2026

Final Selections and Approval Notifications to Vendors: 11/25/2026

Vendor Type	Vendor Fee	Electric Hookup	Vendor Space (ft.)
ALL	\$75 (\$100 after 12/5/2026)	\$25 (110v)	10 x 10 with a 6' table and 2 chairs

Vendor Fees: Full payment MUST accompany the Vendor Application at time of submission. Applications without payment will not be considered for participation. There is no discount for the purchase of multiple booths. All fees are non-refundable.

Booth & Equipment: Organizers are excited for the annual Frosty Family Festival! This is a centralized, indoor event where all craft, commercial, cottage license and non-profit vendors will be located.

Booth assignments will be made at the discretion of Wicomico Civic Center organizers based on availability. Additional footage may be purchased at \$10 per extra linear foot (based on availability).

Vendor is responsible for ALL equipment and supplies. This includes signage, extension cords, etc. Please provide a 100' extension cord if electrical power is requested. Tents must be approved.

Move-in: Wicomico Civic Center will provide a move-in schedule no later than Tuesday, December 15, 2026. Vendor set-up will be open for move-in on Sunday, December 20, 2026 from 7AM-9:00AM. The WYCC will provide your move-in time. Vendor must check-in at the Arena Truck Bay prior to offloading.

Move-out: Vendors are expected to remain set-up and staffed until the conclusion of the festival on Sunday, December 20, 2026. All supplies must be removed at the end of the festival.

Cottage License Vendors: Cottage License vendors must complete and forward the application to operate a Temporary Food Service Facility to the Wicomico County Health Department. All rules and regulations of the WCHD must be adhered to during the festival. Food vendors must submit a complete menu for approval during the application process. Due to onsite Catering and Concessions, we do not allow Food Trucks or Catering Vendors.

Frosty Family Festival Vendor Application 2026
(PLEASE TYPE OR PRINT CLEARLY)

Vendor _____ Contact Person _____

Mailing Address: _____

Email Address _____ Cell Phone Number _____

Md. Sales Tax No. _____ Business License Number _____ (see Agreement #10)

Description of Item(s) being sold: _____

Select one (1) box below that applies to you:

☐ Cottage License ☐ Commercial ☐ Craft ☐ Non-profit

Vendor Space Requirements:

- Dimensions: _____ ft. depth x _____ ft. length
 - ☐ Additional footage (each extra linear foot is \$10) _____ ft. x \$10 = \$ _____
 - ☐ Additional 6' Tables (\$10/per table) _____ table x \$10 = \$ _____
- Please provide a brief description of your set-up and send a picture if available:

- Check the box if you need electric service. ☐ \$25 - 110v outlet ☐ \$75 - more than 110v outlet
Plug Type/#: _____

TOTAL REMITTED: \$ _____ (Include \$25 Late Fee if After 12/5/2026)

☐ Check/Money Order (Payable to Wicomico County, Maryland) ☐ Credit Card (Visa or MC)

Credit Card #: _____ Exp: _____ Code _____ Signature _____

Any modification of this agreement is void unless Wicomico County agrees in writing to the modification. This agreement supersedes all earlier agreements, either oral and or written, between the parties.

☐ Yes, I have read and understand all information included in the Vendor Application and Agreement.

Signature of Vendor _____ **Date:** _____

In order to process this application, the agreement must be signed, dated and returned. Any applications received without the agreement signed will be considered void and will not be processed. No application is complete without payment. Wicomico County reserves the right to refuse any applicant for any reason with or without cause.

Return payment and form to: Wicomico Youth and Civic Center ATTN: Tricia Collins
500 Glen Ave, Salisbury, MD 21804
410-548-4900 x143 /office

Frosty Family Festival Vendor Agreement

Vendor agrees to all terms in this agreement and in the Vendor Application. Any violation by the Vendor gives Wicomico County, the Wicomico Youth and Civic Center (“WYCC”), or their authorized agents the right to

- a) Immediately terminate this agreement;
- b) Require the Vendor, immediately upon notice of violation of this agreement, to cease operations and vacate the premises; and
- c) Forfeit all fees paid to Wicomico County to participate in the 2026 Frosty Family Festival.

Any change to this agreement must be in writing and signed by Wicomico County.

1. Wicomico County agrees to provide each Vendor of the 2026 Frosty Family Festival with a 10' x 10' space at Wicomico Youth and Civic Center. The Vendor must provide its own 100' extension cord & adapters (if electrical power is requested). If the Vendor fails to claim its reserved space by 9:00AM on Sunday, December 20, 2026 the organizers may assign or resell the space to another vendor without further notice or refund to the original Vendor.
2. Vendor agrees to obey all rules and instructions given by the WYCC Vendor Coordinators. Failure to strictly adhere to the instructions may result in the immediate termination of this agreement and immediate forfeiture of all fees paid to the WYCC.
3. Vendor agrees to obey all directions by the WYCC related to protecting the environment and infrastructure of WYCC and the safety of festival patrons. Vendor agrees to compensate the WYCC for any damage to the environs and infrastructure of the facility caused by Vendor, its agents, equipment, or materials.
4. Vendor agrees to only use the space within its booth and not to extend beyond 3 feet directly in front of its booth for any sales, distribution, or other solicitation by the County participant. Vendor agrees that it is strictly prohibited from “canvassing” or otherwise roaming the festival grounds in any effort to promote its booth’s purpose.
5. Any amplified sound and loud noise from your booth is prohibited. Additionally, the Vendor agrees that any adult materials must be displayed in compliance with all applicable laws regarding the display of items that may be considered obscene or objectionable for view by minors.
6. The WYCC may prohibit the display, advertisement, or other promotion of any business, company, or organization anywhere on the festival grounds that conflicts with a current WYCC sponsor, event sponsor, or preferred vendor. Any questions concerning current

sponsors or preferred vendors should be directed to the Building Manager, Chelsey Jones before the event.

7. Vendor must not display, offer for view, or sell any illegal items. Vendor must not display, offer for view, or sell any items that are unlicensed or copies/interpretations of licensed or registered items.
8. Vendor must not display, offer for view, take orders for, sell, or solicit for donation any items that are imprinted, emblazoned, or marked in any manner with the words "2025 Frosty Family Festival." Even when printed with other words, Vendors must not offer phrases, logos, or artwork with any variations of these words.
9. Vendors must not sublet their space to anyone.
10. Vendor understands that it is responsible for sales and use tax.
 - You MUST obtain a Maryland Sales Tax number for the purpose of reporting sales tax collected to the State of Maryland and you must obtain a Wicomico County Independent Business License from the Clerk of the Circuit Court for Wicomico County.
 - The sales tax number can be obtained at no charge on-line at www.marylandtaxes.com. If you need a copy of a sales tax number that you currently have, a copy can be obtained by calling 410-974-5534.
 - After you get the sales tax number, you MUST obtain your business license at least 7 days before the festival. You should contact the Clerk of the Circuit Court Office for Wicomico County at 410-543-1427.
 - Exception: If you receive less than 10% of your annual gross income from your sales at this festival AND you have not participated in more than 3 events in the past year, you DO NOT have to obtain a Maryland Sales Tax Number. If this applies to you, please contact Tricia Collins at 410-543-4900 ext 143 to receive the applicable form.
11. The Fair and its representatives are not responsible for any Vendor permits. Vendor is responsible for the acts of (and all costs associated with) all its employees and volunteers. A Vendor must not hold itself out as an agent of the Fair.
12. Cancellations / Refund Policy / No Shows: All payments are nonrefundable and nontransferable.
13. Vendors assume the risk of loss for all items in their booth at all times.
14. The WYCC makes no representation or guarantees about actual festival attendance.
15. Vendor understands that the WYCC has no control over weather, acts of God, acts of terrorism, or governmental intervention, or anything else that may prevent, alter, or interrupt the festival weekend. Participants release the Fair for any losses caused by these events. As a rain-or-shine event, no refunds will be given due to inclement weather.

16. The WYCC has complete discretion in locating all Vendor booths, irrespective of the Vendor's request. The WYCC makes no representation and does not guarantee any volume of "foot-traffic" of festival guests in any area of the facility. The WYCC cannot speculate upon or control the popularity of one area of the festival over the other.
17. Upon vacating its booth space, Vendor must dispose of all trash in appropriate containers and ensure that the booth space is free of trash and in the same condition as it was before Vendor's occupation. Failure of the Vendors to clean their booth site may result in the future denial of Vendor participation. Vendor will have access to the facility until 6:00PM on December 20, 2026 to clean up and remove all materials from their location.
18. Vendor certifies that it maintains adequate liability insurance to cover all occurrences which may result in the damage or injury to anyone in Vendor participant's booth space. A certificate of liability insurance naming the Wicomico Youth and Civic Center and Wicomico County as additional named insured is also required.
19. Signs, banners and similar items must be made of a fire-retardant material. Proof of a fire-retardant rating must be made available to the Wicomico County Fire Marshal upon request. Failure to have this information will result in the immediate closure of the Vendor's operation until the information is provided. Vendor waives any claim for losses or damages against the Fair caused by the failure to have this information.
20. Vendor agrees to indemnify the WYCC and Wicomico County, including their officers, agents, and employees, from all liability arising out of the Vendor's participation in the festival. This obligation of indemnification applies to any negligent conduct, whether active or passive, including acts or omissions of Vendor's agents or employees.
21. Cottage License/ Food booths are also required to display the following: a) Health Certificate; b) Fire Extinguisher.
22. Wicomico Civic Center will provide a move-in schedule no later than December 15, 2026. Vendor set-up will be open for move-in on Sunday, December 14, 2025 from 7:00-9:00AM. The WYCC will provide your move-in time. Vendor must check-in at the Arena Lobby prior to offloading.
23. Unless given prior approval by the WYCC, vendor agrees to have their booth space secured and building vacated by 6:00pm on December 20, 2026.