LOCK HOUSE MUSEUM

P.O. Box 253
Havre de Grace, Maryland 21078
www.thelockhousemuseum.org
410-939-5780

LOCK HOUSE MUSEUM

2026 HOLIDAY ARTISAN MARKET – VENDOR APPLICATION

Sunday, December 13, 2026 | 11:00 AM – 3:00 PM
Lock House Museum, 817 Conesteo Street, Havre de Grace, Maryland 21078

The Lock House Museum is pleased to invite local artisans, makers, crafters, specialty vendors, and food trucks to participate in our **Artisan Market** as part of our Holiday Weekend celebration.

The market will be held outdoors on the grounds of the Lock House Museum and will provide an opportunity for vendors to showcase their products to visitors attending the museum's holiday events.

VENDOR INFORMATION

Business/Organization Name: _____

Contact Name: _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone: _____

Email: _____

Website: _____

Facebook/Instagram: _____

What type of products will you be selling?

_____

Please provide a brief description of your business/products:

_____

_____

VENDOR SPACE

STANDARD ARTISAN/COLLECTOR VENDOR SPACE

10' x 10' space – $50

Vendor is responsible for providing all equipment necessary for their display, including:

- Tent/canopy
- Tables and chairs
- Display equipment
- Tent weights
- Lighting, if needed
- Extension cords, if needed
- Any other equipment necessary for operation

Important: Vendors requiring electricity must provide their **own generator**. Electrical hookups will not be provided by the Lock House Museum.

All tents and canopies must be properly secured and weighted for outdoor conditions.

Number of 10' x 10' spaces requested: _____

Total Vendor Fee: $_____

FOOD TRUCK / FOOD VENDOR

FOOD TRUCK SPACE – $100

Food trucks and food vendors are welcome to participate.

Food Truck/Business Name: _____

Type of Food/Products: _____

Truck/Trailer Dimensions: _____

Bringing a Generator? ☐ Yes ☐ No

Food vendors are responsible for obtaining and maintaining all permits, licenses, inspections, and approvals required by the State of Maryland, Harford County, and any other applicable governmental agency.

INSURANCE & LICENSING

All vendors are required to provide proof of appropriate insurance coverage.

Certificate of Insurance

Please provide a current **Certificate of Insurance (COI)** with your application.

The Lock House Museum may require the museum to be listed as an **Additional Insured** on the vendor's liability policy. Vendors should confirm the required coverage with their insurance provider.

Insurance Company: _____

Policy Number: _____

Expiration Date: _____

COI Attached: ☐ Yes ☐ No

Business/Tax Information

Maryland Sales & Use Tax License Number, if applicable:

Other required license/permit numbers, if applicable:

Food vendors should attach copies of any applicable health department permits, food licenses, or other required documentation.

SET-UP & BREAKDOWN

Vendor Set-Up

Vendor setup will take place prior to the opening of the Artisan Market.

Recommended arrival/setup time: _____

All vendors must be completely set up and ready for customers by **11:00 AM**.

Vendors should remain open and operational for the entire market from:

11:00 AM – 3:00 PM

Early breakdown is discouraged unless approved by the event coordinator.

Breakdown

Vendors may begin breaking down after **3:00 PM**.

All vendors must remove their merchandise, equipment, trash, and other materials from their assigned space.

The vendor space must be left clean and free of debris.

TENT & DISPLAY REQUIREMENTS

Vendors providing a tent or canopy are responsible for properly securing it.

Tent size: ☐ 10' x 10' ☐ Other: _____

Tent must be securely weighted.

No stakes, anchors, or other equipment may be driven into the ground without prior approval from the Lock House Museum.

Vendors are responsible for bringing appropriate weather protection for their merchandise and equipment.

The Lock House Museum reserves the right to require removal of any display or equipment that presents a safety hazard.

ELECTRICITY / GENERATORS

There will be **no electrical hookups provided by the Lock House Museum**.

Vendors requiring electricity must provide their own generator.

Will you require electricity? ☐ Yes ☐ No

Will you be bringing a generator? ☐ Yes ☐ No

Generator type: _____

Generators must be operated safely and in accordance with applicable regulations.

Generators should be positioned so that exhaust, noise, fuel, cords, and equipment do not create a hazard for visitors, other vendors, or museum property.

EMERGENCY CONTACT

Emergency Contact Name: _____

Relationship: _____

Phone: _____

EVENT POLICIES & VENDOR AGREEMENT

By signing this application, I acknowledge and agree to the following:

1. I understand that the Artisan Market will be held outdoors at the Lock House Museum on **Sunday, December 13, 2026, from 11:00 AM to 3:00 PM**.
2. I understand that standard vendor spaces are **10' x 10' and cost $50**.
3. Food truck spaces are **$100**.
4. I understand that electricity will **not** be provided by the Lock House Museum and that I must provide my own generator if electricity is required.
5. I understand that I am responsible for providing my own tent/canopy, tables, chairs, displays, tent weights, lighting, generators, extension cords, and other equipment needed for my booth.
6. I agree to provide proof of appropriate insurance coverage and any licenses or permits required for my business or products.
7. Food vendors are responsible for complying with all applicable food safety, health department, licensing, and permitting requirements.
8. I agree to keep my assigned space clean and remove all trash and personal property at the conclusion of the event.
9. I agree to conduct myself and operate my business in a professional manner and to follow all reasonable instructions from the Lock House Museum event staff.
10. I understand that the Lock House Museum reserves the right to refuse or remove a vendor whose products, display, conduct, equipment, or operations are deemed inappropriate or unsafe.
11. I understand that submission of this application does not guarantee acceptance. Vendor spaces are subject to availability and approval by the Lock House Museum.
12. I understand that the Lock House Museum is not responsible for lost, stolen, or damaged merchandise, equipment, vehicles, or personal property.
13. I understand that outdoor events are subject to weather conditions. The Lock House Museum reserves the right to modify, postpone, or cancel the event when necessary for safety or other circumstances beyond its control.
14. I understand that I am responsible for my own sales, transactions, taxes, permits, licenses, insurance, and compliance with applicable laws.

PAYMENT

Vendor Type:

☐ Artisan/General Vendor – $50
☐ Food Truck – $100

Number of Spaces: _____

Total Amount Due: $_____

Payment Method: ☐ Check ☐ Other: _____

Payment Deadline: _____

Make checks payable to:

Susquehanna Museum of Havre de Grace, Inc.

Payment and completed applications may be submitted to:

Lock House Museum
Havre de Grace, Maryland

Email completed applications and supporting documents to:

info@thelockhousemuseum.org

Phone: **410-939-5780**

VENDOR SIGNATURE

I certify that the information provided on this application is accurate and complete. I have read and agree to the vendor policies and requirements outlined above.

Vendor/Business Name: _____

Printed Name: _____

Signature: _____

Date: _____

FOR LOCK HOUSE MUSEUM USE ONLY

Application Received: _____

Approved: ☐ Yes ☐ No

Vendor Space #: _____

Payment Received: ☐ Yes ☐ No

COI Received: ☐ Yes ☐ No

Permits/Additional Documentation Received: ☐ Yes ☐ No ☐ N/A

Special Requirements/Notes:

Approved By: _____ **Date:** _____