

Acknowledgement of Arts and Craft Rules and Regulations

Vendor Information

- Registration form, craft vendor checklist, and liability waiver, must be received and postmarked or dropped off by **Friday, September 6, 2019** to the Beltsville Community Center, 3900 Sellman Road, Beltsville, MD 20705; Attention, Leigh Ann Eckenrode or to the Bladensburg Community Center, 4500 57th Avenue, Bladensburg, MD 20710; Attention, Melanie Turpin.
- **Only cash, money orders or credit cards will be accepted.** Please make money order payable to M-NCPPC. **NO CHECKS WILL BE ACCEPTED.**
- Parking permit will be provided the same day of the Festival at check-in (only 2 parking permits per space purchased).
- The sale and consumption of alcohol is strictly prohibited.
- The Festival Committee will not be responsible for any loss beyond our control.
- The Hispanic Festival is a family event; native decorations and costumes are encouraged.

| <u>Type of Space</u> | <u>Cost of Space</u> | <u>Deposit</u> | <u>Size</u> |
|---|---------------------------------------|---------------------|---|
| Handmade Authentic | \$60 Resident* \$78 Non-Resident | No deposit required | 12' x 12' 3ft. between vendors; strictly enforced |
| Commercial/Novelties | \$200 Resident* \$260 Non-Resident | \$125 | 12' x 24' 3ft. between vendors; strictly enforced |
| Independent Consultants (i.e Avon, Scentsy) | \$100 Resident* \$130 Non-Resident | No deposit required | 12' x 12' 3ft. between vendors; strictly enforced |

*Resident: those who reside in Prince George's or Montgomery County. Proof of residency required.

**Deposits will be collected the day of payment. Each vendor is responsible for the removal of their trash to an appropriate receptacle on the festival grounds and to vacate the premises by 7 pm in order to receive a full refund of their deposit. Refunds will be given 7-10 days after festival.

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- Set-up time is 7-10 am. No vendors will be allowed after set up time, and vehicles must be off festival grounds by 11am.
- All vendors must have a permanent sales tax account. (Vendor's responsibility)
- All vendors MUST PROVIDE THEIR OWN **FIRE RETARDANT TENT (Code NFPA701)**, tables and chairs.
- Vendor space may vary depending on commercial, authentic craft, independent consultant vendor area.
- All vendors should have their prices posted, no exceptions.
- All vendors must set-up in the numbered space assigned. No changing spaces during the event.
- All vendors should be out of the Festival grounds by 7 pm. **No items should be sold after 6 pm.**
- All vendor cars must be parked in the designated vendor parking area, and the parking permit must be displayed at all times.
- Because of concern for the safety of our festival patrons, you cannot leave before 6 pm.
- If special accommodations are needed, you must submit with your application by the deadline.
- We reserve the right to request the removal of items not previously approved for sale.
- No silly string, anything with offensive prints, or anything that has anything to do with guns or drugs (no toy guns, no t-shirts with guns, etc.) will be allowed for sale. We reserve the right to request the removal of items that are listed above. If you are found to be in non-compliance you may be asked to leave and will forfeit your deposit and space fee.
- No food or beverages may be sold in the Arts and Craft vendor area.
- Registration fees are non-refundable in the event of tardiness or no-shows.
- No handing out promotional material (i.e. flyers/business cards) while walking around festival. You may hand them out from your space.
- **NO MUSIC ALLOWED IN THIS AREA.**

Arts and Craft Vendor Signature

Date