

Earth Day Vendor Guidelines

Acceptance:	Vendors will be accepted according to various factors including, but not limited to, variety of offering, the order applications received, preference for previous participation and at the sole discretion of the OTBA.
Refunds:	Refunds are offered for all booth cancellations requested before April 1st
Notifications:	Email will be the primary method for all notifications, including acceptance. Vendors will be notified via email that application has been received. If vendor does not have an email address, please indicate on application and a phone call will be made instead. Booth assignments, festival map and detailed event info will be sent via email as well.
Booth Spaces:	Booth spaces are 10x10 ft. Vendors agree to keep all of their goods, services and activities within the assigned space. Any items outside of the assigned space are subject to removal. If additional space is required, vendors are suggested to apply for multiple booths.
Booth Assignments:	Best efforts will be made to provide requested booth space. Booths will be assigned according to various factors including, but not limited to, the order applications are received, preference for previous participation, variety of offerings and at the sole discretion of the OTBA.
Booth Supplies: canopy, space.	Vendors must provide all their own equipment: tables, chairs, and supplies. The OTBA provides ONLY booth
Arrival:	All vendors are asked to arrive by 9:00am. Specific instructions will be provided with festival acceptance.
Set Up and Breakdown:	All vendors must arrive before 9:00am for set-up.
Breakdown:	All vendors must be completely packed up and parking lot cleared by 6:00pm. Failure to properly clean space may result in not being invited to participate in future festivals.
Event Cancellation:	The event will take place rain or shine. In the event of cancellation due to weather or for any other unforeseen event and at the sole discretion of the Old Takoma Business Association, no refunds will be offered.
Directions: day of the assignment.	Directions to the festival are available at www.tkpkearthday.org . Additional directions for unloading and departure on the event will be forwarded with vendor booth

Taxes:
the State of

Taxes are the responsibility of each vendor. As required by law,
the OTBA will submit the final list of festival vendors to
Maryland.