

# 2017 Takoma Park Street Festival

## Vendor Guidelines

- Acceptance:** Vendors will be accepted according to various factors including, but not limited to, variety of offering, date of application submission, new or returning vendor and at the sole discretion of the OTBA. Applicants will be notified of their status within approximately four weeks of submission (usually at the end of the calendar month).
- Payment:** Upon acceptance, vendors will be emailed a PayPal link to submit their fees. If fees are not paid within the allotted time frame, their space will be automatically released – no exceptions.
- Cancellations/Refunds:** Refunds (less a \$10 processing fee) are offered for all booth cancellations requested before September 1<sup>st</sup>. No refunds are issued after this date. Booth spaces are non-transferable. Should you cancel, you may not sell or trade your booth space; it will be reassigned by the event organizer.
- Communication:** Email will be the primary method for all communications, including acceptance into the festival. Vendors will be notified via email when their 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 needed, vendors can apply for a second booth.
- CORNERS:** There is a very limited number of corner spaces available for an additional \$100. “Corners” are defined as any space that is either physically located on a corner or is located next to an empty space (such as a driveway or curb that would restrict full 10x10’ usage). You may request a corner space in the “Special Requests” section of the application. This request is not a guarantee; in the event we can accommodate you, you will be notified via email with a separate payment link.
- SHARED BOOTH SPACE:** For artists who wish to share a 10’x10’ booth space with another artist, there is a \$50 surcharge to do so. One artist should fill out the primary fields with his/her info, then include the other artist’s contact info (including website) in the “Special Requests” section.) Upon acceptance of both artists, a PayPal link will be forwarded to both parties. We request that one artist pay the full amount.

Booth Assignments:	Booth space numbers will be assigned in mid-September. Best efforts will be made to provide requested booth space, but requests cannot be guaranteed. 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:	<p>Vendors must provide all their own equipment: tables, chairs, canopy, and supplies. The OTBA provides ONLY booth space.</p> <p>All vendors are required to have sandbag weights of at least 40lbs (each) secured at the base of each of the four corners of their tent. If it is windy on the day of the festival, a tent flying through the air can be very dangerous. Please help us keep our vendors and festival-goers safe by complying with this rule. Any vendor that does not have their tent weighted down will not be allowed to participate and no refund will be issued. Cinder blocks have sharp corners and are easy to trip over; please use 2.5 gallon buckets filled with cement or sand bags that can be secured with a rope or bungee.</p> <p>No power is provided. If power is needed and you wish to bring a small generator, please advise in application.</p>
Artists:	Only original, handmade work may be sold by the artist at the festival. No imports. Commercially produced merchandise, items assembled from plans, kits or molds, or objects composed primarily of pre-manufactured components are not eligible for exhibit or sale.
Community Groups:	Spaces are available to nonprofit and public organizations only. Leafleting outside of the booth is not permitted.
Companies:	<p>Local, regional or national companies may sell, display or provide products or services. All activity must be confined to the booth space unless special arrangements have been made beforehand.</p> <p>Start-ups (12 months or less in business) and small businesses (with 5 or fewer employees) are eligible for a discounted rate (see posted rates on website).</p>
Takoma Businesses:	Takoma businesses are defined as businesses located in the Takoma business corridor from 4 <sup>th</sup> and Butternut Streets, NW, to the Takoma Junction in Takoma Park, MD.
Arrival:	All vendors will be given an arrival window based on their booth location to ensure a smooth arrival and setup. All arrivals should occur via the event entrance (Carroll Avenue at the intersection of Rt. 410). Cars may exit via any side street. Parking options are marked on the festival map. Please do not come before your arrival time. More detailed info on this will be sent out in September.
Set Up and Breakdown:	All vendors must arrive before 9:00 am for set-up. Vendors must drive to their assigned booth space (marked in green on the curb – see map

for general area), unload car (volunteers will be available to assist), then move car out of festival route as quickly as possible. If a vendor arrives after 9:00 am, they will not be allowed to enter festival and must find a nearby side street to unload and walk items to the assigned booth space.

- Breakdown:** All vendors must be completely packed up and vehicles off the street by 6:45 pm. Vendors need to completely clear space and take all trash. Failure to properly clean space may result in not being invited to participate in future festivals.
- Event Cancellation:** The Takoma Park Street Festival occurs rain or shine. In the case of an extreme weather event or other extreme unforeseen circumstance, it is at the sole discretion of the Old Takoma Business Association to determine if the festival will be cancelled and, if cancellation occurs, the Old Takoma Business Association, at its sole discretion, will determine if the festival will be rescheduled. Under no circumstances will refunds be offered nor applied to future festivals.
- Directions:** Directions to the festival are available at <http://www.mainstreettakoma.org/featured-events/takoma-park-festival/>. For GPS purposes, you can use 7000 Carroll Avenue, Takoma Park, MD 20912. Additional directions for arrival, unloading and departure on the day of the event will be forwarded with the vendor booth assignment.
- Taxes:** Taxes are the responsibility of each vendor. As required by law, the OTBA will submit the final list of festival vendors to the Office of the Maryland Comptroller after the festival. Maryland sales tax is 6%.