

# Grant Avenue Market

## Vendor Guidelines

- Application:** Applying to participate in the Grant Avenue Market does not guarantee inclusion. 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 Old Takoma Business Association (OTBA). Applicants will be notified of their status within approximately three weeks of submission.
- Payment:** Upon acceptance, vendors will be emailed a PayPal link to submit their \$60 nonrefundable fee. If fees are not paid within the allotted time frame, their space will be automatically released – no exceptions.
- 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 Details:** 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.
- Booth spaces are non-transferable.
- Booth Locations:** Booth locations will be assigned the first week in May. 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:** Vendors must provide all their own equipment: tables, chairs, canopy, and supplies. The OTBA provides ONLY booth space. 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.

- Arrival, Set Up & Breakdown:** All vendors must arrive between 7:30am and 9:00am for set-up. Vendors may drive to their assigned booth space (marked in chalk on the street), unload, then must move their vehicle to park in the neighborhood (no time restrictions on Sundays). There is no parking in the auto repair lot.
- If a vendor arrives after 9:00am, they will not be allowed to enter the market and must find an adjacent 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 4:30 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 markets.
- Event Cancellation:** The Grant Avenue Market 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 market will be canceled and, if cancellation occurs, the Old Takoma Business Association, at its sole discretion, will determine if the market will be rescheduled. Under no circumstances will refunds be offered nor applied to future markets.
- Liability:** Grant Avenue Market and its sponsors, including the OTBA are not liable for any damage to vendors' goods, stolen goods or bodily injury resulting from your participation in the market. There are no guarantees that participating vendors will have sales the day of the market.
- Directions:** 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%. All vendors must have a Sales & Use Tax license and are required to collect sales tax and submit to the MD Comptroller.