

Hello and Welcome to the 24th Annual Reisterstown Festival BOOTH APPLICATION INFORMATION SHEET 2010

DATE/LOCATION --- **Saturday, September 11, 2010- 11:00 AM to 9:00 PM & Sunday, September 12, 2010- Noon to 5:00 PM.** The location is **Hannah More School and Park, 12035 Reisterstown Road, Reisterstown, MD 21136.**

Due to ongoing construction at Hannah More Park the site layout will be different than last year. Almost all booths will be on pavement. You will be allowed to drive to your booth **IF IT IS ON PAVEMENT** on Friday evening and/or Saturday morning **FOR UNLOADING ONLY.** Please move your vehicle to vendor parking while setting up so others have room to pull up to unload. On Sunday evening please tear down and pack up before going to get your car. Also since most booths are on the blacktop, tents are recommended for shade. You will not be able to stake them into the pavement, so make sure you have a method to weight them down, such as bricks, cement blocks or hanging weights. Any booths located on turf may be staked down.

SET UP & BREAKDOWN --- Set up can begin **Friday evening** after 4:00 PM until dark and/or **Saturday** starting at 6:00 AM. **YOU MUST MOVE ALL VEHICLES to vendor parking areas by 10:00 AM on Saturday and 11:00 AM on Sunday.**

Reisterstown Road will close approx. 8:30am on Saturday for the Parade, so make sure your vehicle is off the grounds or in a designated parking area before those times. The official festival start time is 11:00 AM Saturday, but you always have people there earlier.

Exhibitors/vendors must remain open until 6:00 PM Saturday but may remain open later as crowds allow.

NO vehicles will be permitted to go to the booths until after the fireworks Saturday night.

Breakdown cannot start until the entertainment and patrons have cleared the area on Sunday night (approximately 5:30 PM.) THIS INCLUDES ANY COMPANY COMING TO TAKE DOWN TENTS, ETC. There will be a \$100 Charge for the Festival Committee to take down someone's tent, etc. Be sure you inform the people in charge of breakdown that they will probably have to wait in line until they can get into the area. Timing is the sole discretion of the Festival Committee and Security. DIRECTIONS OF SECURITY OFFICERS MUST BE OBEYED.

SPACES AVAILABLE --- Exhibitor/Vendor Spaces are 14'wide X 10'deep, Food Vendor spaces are 18'wide X 10' deep. Exceptions may be granted upon approval of special circumstances by the festival committee. No exhibitor/vendor shall add to/occupy their space in such a way as to interfere with/encroach upon an adjacent space. Almost all booths are on pavement.. There will be **No electricity** available except to the Food Vendors in the Food Court area. If you plan to use a generator, it **MUST** be approved by the committee **BEFORE** the event and the vendor **MUST provide a buffer and their own grounded extension cord 25' or more in length,** in good condition and intended for outdoor use.

Generators and buffers can be provided by the festival committee for a fee, however the vendor must provide their own extension cord. Food Vendors will have to pay \$100 for an electrical hookup. Ice is available for purchase from the Festival Committee. Please check your application if you need ice.

FEES

\$450 --- FOOD --- NO BEVERAGE OF ANY KIND- ALL BEVERAGE SALES ARE RESERVED as the exclusive right of the Reisterstown Recreation Council. **Vendors are responsible for required Health Department Permits and a Certificate of Insurance both of which must be submitted with your application.** If providing your own generator, you must either supply your own noise buffer as approved by the Festival Committee or buy one from the Festival Committee for a fee of \$25. Electricity can be provided for a \$100 fee. Food, menu and product must have prior approval. A \$50 Security Deposit is due with Lease, refundable after the Festival Committee has reviewed the cleanliness of the booth area and grounds. **ALL FOOD VENDORS ARE RESPONSIBLE FOR THE DISPOSAL OF THEIR GREASE -OFF SITE, AWAY FROM THE FESTIVAL PROPERTY AND NOT ON PARK OR SCHOOL GROUNDS. NO GREASE BARRELS WILL BE PROVIDED.**

\$400 --- COMMERCIAL BUSINESS--- Any business with a store front with or without employees, and any business operating from home with employees.

\$225 --- NON-COMMERCIAL BUSINESS--- Any business operating from home with no employees. Craft vendors who purchase merchandise for resale.

\$100 --- CRAFT--- All items MUST be handmade, NOT purchased for resale.

\$125 --- NON-PROFIT ORGANIZATION WITH SALES--- Non- profit status determined from I.R.S. letter of classification or a copy of F.E.I.N. classification is acceptable. (Form 990 is not required.) Review health & tax letter. This includes any non-profit organizations selling product at their booth.

\$400 --- NON -PROFIT WITH FOOD SALES--- Non-profit status determined from I.R.S. letter of classification or a copy of F.E.I.N. classification is acceptable. (Form 990 is NOT required.) Review health & tax letter. Subject to the same requirements as other Food Vendors.

All guidelines for Food Vendors also apply to Nonprofits with Food Sales (see above)

\$50 --- NON-PROFIT ORGANIZATION WITHOUT SALES--- Any non-profit organization passing out information such as PTA's and non-profit groups with free raffles. **THE SELLING OF RAFFLE TICKETS IS NOT PERMITTED.** Organizational literature and organizational-trademarked supplies are exempt. Contact the State of Maryland Retail Sales Tax Division at 410-767-1300 to verify if any of the items you are selling are tax exempt.

\$50 --- PTA'S WITH/WITHOUT SALES

\$150 --- POLITICAL CANDIDATES/POLITICAL Organizations--- **Any and all. A SECURITY DEPOSIT OF \$50 MUST BE PAID WITH APPLICATION.** It may be refunded after the Festival Committee has checked the grounds to be sure no additional clean up of campaign materials is necessary.

Spaces are limited this year due to the ongoing construction.

Please have all applications and money in by August 25, 2010 to secure a space.

Fees for spaces are NON-REFUNDABLE after August 30, 2010.

Set-up will not be permitted without full payment and signed contract.

You will be notified of your booth number on or about September 1, 2010.

Registration may be done online this year with simultaneous electronic payment at www.reisterstownfest.com.