

# The Catonsville Fall Festival

## Chamber Member Non-Profit Application

PLEASE NOTE: ONLY-CHAMBER MEMBERS ARE PERMITTED TO PARTICIPATE

Presented by the Greater Catonsville Chamber of Commerce, 757 Frederick Road, Suite 102, Catonsville, MD 21228, 443-766-0079

**Catonsville.org**

*September 28<sup>th</sup> from 10 a.m. to 7:00 p.m.*

*CAA Park located at 202 Ingleside Avenue, Catonsville 21228*

### Rules and Regulations

#### General Rules:

1. The festival will be open from 10:00 a.m. to 7:00 p.m. on Sunday, September 28, 2024. **Rain Date September 29<sup>th</sup>.**
2. Spaces will be assigned with due consideration to vendors' specific requests; however, **the Chamber of Commerce reserves the right to make final space assignments.** Vendors may not permit another vendor or organization to use their space without express written permission of the Greater Catonsville Chamber of Commerce.
3. Vendors need to provide their own method of display, including table(s), chairs and standard tents or canopies.
4. Vendors must be set up by the end of the assigned set-up time or they will not be allowed to participate in the Festival.
5. Vendors should bring a copy of their confirmation on the day of the Festival.
6. The Greater Catonsville Chamber of Commerce and/or anyone employed by or associated with the Chamber is absolved of all responsibility for the protection of the vendors' spaces, contents and vehicles.
7. All Vendors must vacate the premises no later than 8:00 p.m.
8. If weather conditions or physical conditions present a danger to participants, the Chamber reserves the right to cancel the event without a refund and reschedule the following day. There are no refunds. If you can't attend the rescheduled date, your application will be moved forward to the next year.
9. No unleashed pets, rollerblades. Scooters or bicycles are allowed on the festival grounds.

#### Exhibitor Space Dimensions:

1. Single space size is 10' wide x 10' deep. Each vendor is allowed to bring one vehicle, which must remain at the space until the conclusion of the festival.
2. All vendors need to bring a canopy to define their space. Tents/canopies must protrude no further than 10'.
3. Vendors must remain within the confines of their space. No soliciting is allowed outside the designated space. Also, information not directly related to the business being represented at the space, is not permitted

#### Setup and Removal of Exhibit:

1. CAA Park will be closed to the public beginning at 6:00 a.m. on September 28, at which time Exhibitors may begin to set up their exhibits. Any additional vehicles must be removed from the exhibitor area as soon as they are unloaded—by 9:00 a.m. at the latest.
2. The festival ends at 6 p.m. and all Vendors must leave their space by 8:00 p.m. Vendors must clean up their spaces at the end of the day.

**Traffic and Parking:** In August, a Festival Map will be sent to vendors instructions.

#### Sales and Use Tax Regulations:

All Exhibitors required to collect Maryland State Sales Tax must take care of their obligations. For specific information, please contact: **Maryland Sales & Use Tax Division;** Special Events Sections- Room 20, 301 West Preston Street, Baltimore, MD 21201- 410-767-1543

**Restrooms:** Portable, handicapped-accessible restrooms will be located at the venue.

# Catonsville Arts and Crafts Festival, September 28, 2024

## Chamber Member Non Profit Groups Registration Form

**Exhibitor Fees for 2024, NO REFUNDS once application is accepted:**

**Option 1:** For a booth to sell a product or hold a raffle.

**\$200 for applications sent before August 1, 2024. A \$25 fee will be accessed for applications received after that date.**

**Option 2:** For a booth to ONLY give out information (NO selling on the street)

**\$100 for applications sent before August 1, 2024. A \$25 fee will be accessed for applications received after that date.**

**Applications will not be finalized unless they include:**

1) Completed application form.

2) **Certificate of insurance for 1 million dollars of property damage and bodily injury**

\*An invoice for the festival fee will be sent after the application is accepted

This **application** can be processed **online** through the Chamber's website at [catonsville.org](http://catonsville.org), click events, **OR** mailed to The Greater Catonsville Chamber of Commerce, 757 Frederick Road, Suite 102, Catonsville, MD 21228  
For more information: E-mail: [chamber@catonsville.org](mailto:chamber@catonsville.org) or Phone: 443-766-0079.

PLEASE PRINT or TYPE:

Name: \_\_\_\_\_ Organization's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Cell: \_\_\_\_\_ Telephone: \_\_\_\_\_

**MUST complete the following:**

\_\_\_\_\_ **I am a new Vendor.**

How did you hear about the festival?

- Vendor/Friend
- Social Media
- Website
- Other \_\_\_\_\_

\_\_\_\_\_ **I am a returning Vendor**

*Additional notes:*

\_\_\_\_\_

\_\_\_\_\_

I need space to park \_\_\_\_ number of vehicle(s).

**\* MUST COMPLETE: Insurance Information**

Agent \_\_\_\_\_ Phone # \_\_\_\_\_

**Expiration date of policy:** \_\_\_\_\_

**Total Number of Exhibitor Spaces, each space 10'w x 10'd** \_\_\_\_\_

**Total Space Cost: \$** \_\_\_\_\_ **make check payable to Greater Catonsville Chamber of Commerce**

By signing this form, you have **COMPLETED** this application and **INCLUDED** all the necessary items (see list above) for your application to be processed and you have **READ** and **AGREE** to abide by the rules and regulations of the Catonsville Arts & Crafts Festival on page 1 of this form.

**Signature and Date:** \_\_\_\_\_