

The Catonsville Fall Festival

Artisan Application

For more information, call 443-766-0079, chamber@catonsville.org

Visit our website at catonsville.org

*The festival will be held from 10:00 a.m. to 7:00 p.m. at the CAA Park
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 29th, 2024.**
2. Items offered for sale by artisan vendors must be individually produced by the vendor. **Wholesale items are not acceptable.** No product changes or line additions can occur after an application is filed without written authorization from the Fall Festival Committee.
3. Vendors should submit a representative picture of the products they have for sale.
4. Spaces will be assigned with due consideration to the vendors' specific requests; however, **the Chamber reserves the right to make final space assignments.** Vendors may not permit another vendor or organization to use their space without written permission of the Chamber.
5. 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.
6. Vendors should bring a copy of their confirmation on the day of the festival.
7. 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 vendors' spaces, contents, and vehicles.
8. All vendors must vacate the premises by no later than 8:00 p.m.
9. If weather conditions or other physical conditions present a danger to participants, The Chamber of Commerce maintains the right to cancel the event without refund and reschedule for the following day.
10. No unleashed pets, rollerblades, scooters, skateboards, or bicycles are allowed on the festival grounds.

Vendor Space Dimensions:

1. Single space size is 10'6" wide x 10' deep with space behind your canopy for storage. Each vendor is allowed to bring one vehicle, which must remain at the space until the conclusion of the festival.
2. All vendors are required to bring a canopy to define their space. Tents and canopies must protrude no further than 10'.
3. Vendors must remain within the confines of their spaces. No soliciting is allowed outside of 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 7:00 a.m. on September 28, when vendors may begin to set up their spaces. Any additional vehicles must be removed from the Festival area as soon as they are unloaded—**by 9:00 a.m. at the latest.**
2. The festival ends at 7 p.m. and **all vendors must leave their space by 8:00 p.m.** Exhibitors must clean up their spaces at the end of the day.

Traffic and Parking: In August, a Festival Map will be sent to exhibitors with parking 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.

Artisan Registration Form

Please do NOT submit this application unless it includes your insurance information, COMPLETED INSERT* or copy of the certificate.

Vendor Fees for 2024, **NO REFUNDS** once application is accepted.

Completed application sent by August 1st, 2024: **\$175.00. Applications received after that date will be accessed a \$25 late fee.**

Applications will not be finalized without the following:

- 1) Completed application form.
- 2) Certificate of insurance for 1 million dollars of property damage and bodily injury.
- 3) A photograph representative of your display items
- 4) Final Payment Note: Fees will be invoiced once the application is accepted.

This **application** can be processed **online** through the Chamber's [website](#), **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 or Phone: 443-766-0079

PLEASE PRINT or TYPE:

Name: _____ Company Name: _____ Products for Sale: _____

Sales and Use Tax ID Number: _____ Address: _____ City/State/Zip: _____

E-Mail: _____ Cell: _____ Telephone: _____

Please complete the following:

_____ **I am a new Vendor.**

How did you hear about our festival?

- Vendor/Friend
- Social Media
- Website
- Other _____

_____ **I am a returning Vendor.**

Additional Notes:

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

*** PLEASE COMPLETE: Insurance Information**

Agent _____ Phone # _____

Expiration date of policy: _____

Total Number of Exhibitor Spaces, each space 10'6" w x 10'd _____

Total Space Cost: \$ _____

Payment will be invoiced once your application has been accepted by the Committee. The invoice can be paid by credit card, cash or check. Any applications not paid by September 1 will be considered null and void.

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 Fall Festival on page 1 of this form.

Signature and Date: _____