

The 2024 Catonsville Fall Festival

Chamber Member Business Owners

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

September 28th 10:00 a.m. to 7:00 p.m.
CAA Park located at 202 Ingleside Avenue, Catonsville 21228

PLEASE NOTE: Only Chamber Members may participate

General Rules:

1. The Festival will be open from 10:00 a.m. to 7:00 p.m. on Saturday, September 28th, 2024, **Rain Date Sunday, September 29th**.
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 written permission from the Fall Festival Committee.
3. Vendors must provide their own method of display, including table(s), chairs and standard tents or canopies.
4. Vendors must be set up 9:00 a.m., the end of the assigned set-up time, or they will not be allowed to participate in the festival.
5. Vendors should bring their confirmation on the day of the festival..
6. All vendors must leave the festival area no later than 8:00 p.m.
7. If weather conditions or other physical conditions present a danger to participants, the Chamber maintains the right to cancel the event without refund and reschedule for the following day. If you can't attend the reschedule date, your application will be moved forward to next year.

***Special Note -- 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 and can't be held liable for any damages.**

Exhibitor Space Dimensions:

1. Single space size is 10'6 wide x 10' deep. Each vendor is allowed one car to remain with the space. It cannot be removed until the conclusion of the festival.
2. All vendors required to bring a tent/canopy to define their space. Tents/canopies should not protrude further than 10'.
3. Vendors must remain within the confines of their spaces. No soliciting is allowed outside of the designated space. Also, only information not directly related to the business being represented is permitted.

Setup and Removal of Space:

1. **CAA Park** will be closed to the public beginning at 7:00 a.m. on September 28th, at which time vendors may begin to set up. 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 6 p.m. and all vendors must leave their spot by 8 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.

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.

Chamber Member Business Registration Form

Please note: **ONLY CHAMBER MEMBERS BSUINESSES ARE PERMITTED TO PARTICIPATE.**

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

Option 1: For a booth allowing selling:

\$250 if received before August 1, 2024. A \$25 late fee will be accessed for applications received after that date.

Option 2: For a booth ONLY giving out information:

\$175 if received before August 1, 2024. A \$25 late fee will be accessed for applications received after that date.

Applications will not be finalized without the following:

- 1) Completed application form.
- 2) **Certificate of insurance for \$1 millions of property damage and bodily injury.**
- 3) Exhibitor's FEE (see above) An invoice be invoiced once the application is accepted.

This **application** can be processed **online** through the Chamber's website at 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 or Phone: 443-766-0079

PLEASE PRINT or TYPE:

Name: _____ Company Name: _____ Type of product being sold: _____

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:

*** PLEASE 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 for your application to be processed. You have **READ** and **AGREE** to abide by all Catonsville Fall Festival requirements detailed of the this form.

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.

Signature and Date: _____