

INDOOR HOLIDAY Maker's MARKET Application 2016

Saturday, December 3, 2016, 9:00am – 2:00pm (extended hours!)

Annmarie Sculpture Garden & Arts Center, P.O. Box 99, 13480 Dowell Road, Dowell, MD 20629
t. 410-326-4640 f. 410-326-4887 Email: info@annmariegarden.org Web address: www.annmariegarden.org

Limited space! Booth reservations accepted on first-come, first-served basis; no walk-ins.

Contact INFORMATION:

Business Name _____ Contact Name _____

Mailing Address _____

Phone _____ Email (REQUIRED!) _____

REQUIRED PERMITS, LICENSES, & SALES TAX: all vendors are solely responsible for securing the proper county and state permits/licenses. All vendors are solely responsible for collecting and paying the appropriate taxes.

Products – Describe **IN DETAIL** what you will be selling and price points: (attach a sheet if necessary)

INDOOR Booth Information: Booth fee is \$50 – Space is limited; each vendor will get one 8' table and one chair; vendors supply their own table coverings, and any other set up or display materials. Vendors should come prepared to be creative as to how they set up their booth. Vendors will be scattered around BOTH floors of the Arts Building. Come prepared to be flexible about your booth space and set up. **Set up time is Saturday 7:00-9:00am.**

Payment INFORMATION Booth Fee: \$50 (includes one 8' table & one chair)

Please make checks payable to "Annmarie Garden." (No refunds or date transfers except in the event of a Calvert County determined weather emergency). Returned check fee is \$25.

Amount: **\$50** Cash Check/Money Order Visa Mastercard

Acct # _____

Exp. Date _____ CID# _____ Amount \$ _____

Billing address: _____

Name on Card: _____ Signature _____

INDOOR HOLIDAY Maker's Market 2016 – RELEASE AGREEMENT

I represent and warrant that I have read and pledge to abide by the most current Maker's Market rules (which are attached). For good and valuable consideration, including being permitted to participate in the Holiday Maker's Market, the undersigned participating Vendor, for myself and my successors, heirs, assigns, executors, administrators, legal representatives, employees, agents and affiliates and in case of corporation, also its officers, directors, and shareholders (collectively, the "Vendor"), forever releases and discharges Annmarie Garden, Ann's Circle, Inc., the Koenig Private Foundation, the Calvert County Government, and each of its officers, directors, employees, agents, assigns, volunteers and affiliates (herein referred to as "Annmarie") from all claims, demands, losses, costs, expenses, suits, damages, obligations, liabilities, and cause of action, whether arising in law or in equity, which the Vendor ever had, may now have, or may hereafter have by reason of any matter, cause or thing whatsoever arising out of or related to the Vendor's involvement in Maker's Market. The Vendor agrees to and does hereby assume any and all risks of personal injuries to the Vendor, including death, and risk of damage to the Vendor's property, caused by or arising out of the Vendor's involvement in the Maker's Market. The Vendor hereby agrees to defend, indemnify and hold Annmarie harmless from and against any and all claims, demands, suits, losses, cause of action, damages, liabilities, obligations, costs, expenses, and judgments (including, without limitation, death and damages to property) caused by the Vendor's acts or omissions or failure to abide by the rules of the Maker's Market arising out of the Vendor's involvement in the Maker's Market. If accepted, Annmarie has my permission to use images of my work or my stand for the purpose of promoting, advertising, and marketing the Maker's Market. Annmarie also has my permission to publish photographs or video taken of me, my booth and my work during the Maker's Market for purposes related to promotions of the Maker's Market, past or future.

Vendor's Signature _____ Date _____

Holiday Vendor RULES & GUIDELINES – DEC. 3, 9AM-2PM

Thank you for your interest in participating in the **Holiday Maker's Market @ Annapolis**. The purpose of this event is to make locally grown and/or created items available to residents and visitors just in time for the Holiday. Preference will be given to vendors who create and sell items that lend themselves to the spirit of the holiday. Booth space in the **Holiday Maker's Market** is open on a first-come, first-served basis to vendors who grow or create products in the state of Maryland, including but not limited to, jewelry, arts and crafts, beauty products, candy, clothing, wine & beer, dairy products, native plants, home decor, etc. If it is homegrown, handmade, or homemade, it might be right for the **Holiday Maker's Market!** Buy Local!

Holiday Maker's Market Rules:

1. **Advance Application Required** – Booth applications are accepted on a **first come, first served basis** until the Holiday Market is full. **Pre-registration is required**, do not drive in the day of the Market and expect to get a booth.
2. **INDOOR BOOTHS** – Indoor booths will be scattered throughout the Murray Arts Building on both floors (there is an elevator). Indoor booths will be assigned on a first-come, first-served basis as vendors arrive to set up. The \$50 booth fee includes one 8' table and one chair. Be ready to be creative about your set-up. Indoor booths will be about 8'x 5'. **SET UP time for indoor booths is Saturday, 7-9am.**
3. **Setting up your booth** - You must transport, set up, and tear down your own booth. Bring some kind of dolly with you to transport your goods. You will not be able to pull your car up to your booth, so plan ahead and bring a cart.
4. **Cordial & Welcoming** – Any vendor participating in an Annapolis event is expected to treat all visitors, volunteers and staff with the utmost respect and consideration. We strive to create a warm and welcoming atmosphere for all visitors, regardless of age, race, religion, ability, gender, etc.
5. **Sorry, pets are not allowed at the market. This is a SMOKE FREE event as well!** Leave your pets and your cigarettes at home!
6. **Permits & Sales Tax** - All Vendors must secure the proper state and/or county permit(s). All vendors are responsible for collecting and paying the required taxes.
7. **Booth fees are NON-refundable AND NON-transferable to another date (except in the event of a Calvert County determined weather emergency.** There is a returned check fee of \$25.
8. **Please honor the spirit of the Holiday Market** - It should be appropriate for the holiday - and must be homegrown, handmade, or homemade items produced or harvested by the Vendor in Maryland.
9. **Maryland** - All farm products must be grown or produced by the Vendor in Maryland. All processed foods and baked goods **must be prepared by the Vendor** from raw ingredients. The Vendor must be an active owner/operator of the business and may not operate under a franchise agreement. **No commercially manufactured finished products** will be permitted.
10. Organic, recycled, reused, re-created, and/or native products are **encouraged**.
11. All products sold, or materials distributed, at the Market must be **family-friendly**. Any vendor selling products or distributing inappropriate materials will be immediately removed from the Market and banned from future participation.
12. **Vendors MUST be present during assigned Market hours.** Vendor must be present during Holiday Market hours; 9:00am-2:00pm. Annapolis staff and volunteers cannot watch your booth or be responsible for your merchandise.
13. Vendor set up time – **Saturday, 7:00-9:00am.**
14. Vendor tear-down is from **Saturday, 2:00-3:00pm.**
15. Each vendor is responsible for **removing ALL their own trash**. This includes boxes, packaging materials, booth supplies and materials, crates, etc. In other words, anything you bring and don't sell (including cardboard boxes and misc. packing materials, you must take home! Any vendor who uses the Annapolis dumpster or leaves trash in their booth space will be fined \$25. Sorry, but trash removal service is very expensive.
16. **Market admission fee structure** – admission to the market area is free. Parking is free.
17. If you have any **questions or concerns**, call the office at 410-326-4640 or email info@annapolisgarden.org.
18. **Initial here** to acknowledge you have read and agree to the **3 pages of rules:** _____.
19. **We appreciate your participation and support! THANK YOU!**