



Annmarie's Sea Glass & Beach Craft Market

Booth Application Form (3 page)

Saturday, July 2, 2016, 9am – 2pm

Annmarie Sculpture Garden & Arts Center

P.O. Box 99, 13480 Dowell Road, Dowell, MD 20629

t. 410-326-4640 f. 410-326-4887 info@annmariegarden.org www.annmariegarden.org

A special July
Maker's Market
in celebration of
the beach!

Booth reservations are accepted on a first-come, first-served basis; NO walk-ins on the day of the market.

Contact Information:

Business Name _____ Contact Name _____

COMPLETE Address _____

Phone _____ Email (REQUIRED!) _____

Booth Type: ♦ Farm Products ♦ Crafts ♦ Plants ♦ Food ♦ Non-Profit Organization

♦ Other, please describe _____

Your Products: Please describe in detail what you will be selling: _____

Non-Profits: Attach proof of your non-profit status. In addition, please describe in detail your booth activities: _____

Market Date: **Saturday, July 2, 2016, 9am – 2pm;** you must stay for entire market; no early breakdowns!

Payment Information: **\$30 per booth; FREE for non-profits!** **\$20 electric fee.**

NO refunds or date transfers except in the event of a Calvert County-determined weather emergency.

There is a returned check fee of \$25.

Amount enclosed: _____ ☐ Cash ☐ Check/Money Order ☐ Visa ☐ Mastercard
Please make checks payable to "Annmarie Garden."
Acct # _____ Exp. Date _____ CID# _____

Billing Address _____

City _____ State _____ Zip _____

Name on Card: _____ Signature _____

The 2016 Sea Glass & Beach CRAFT - Maker's Market– Release Agreement

I represent and warrant that I have read and pledge to abide by the most current Maker's Market rules (which are listed on page 2 of this application. For good and valuable consideration, including being permitted to participate in the 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 _____

Vendor Name (printed): _____

Maker's Market 2016 Vendor Rules & Guidelines

Saturday, July 2, 2016, 9am-2pm, Annmarie Sculpture Garden & Arts Center

Thank you for participating in the **Maker's Market @ Annmarie**. The purpose of this monthly craft and farm market is to make handmade and homegrown items available to residents and visitors. Booth space in the **July Sea Glass & Beach Craft Market** is open to anyone who fits the theme of the market and grows or creates their own products, including but not limited to, farm-fresh produce, flowers, wine & beer, food stuffs, dairy products, crafts, clothing, native plants, herbs, etc. If it is homegrown, handmade, or homemade, and fits the beach and sea glass theme, it might be right for the special July Market! Non-profit organizations are also welcomed to host informational or fund-raising booths at the Market.

Maker's Market Rules:

1. **Advance Application REQUIRED** – all vendors must apply and pay in advance; spaces are assigned on a first-come, first-served basis; absolutely no walk-ins the day of the market.
2. **Booth APPROVAL** – submission of application form/payment does not ensure acceptance. You will receive an email with your confirmation; if not accepted, you will get a payment refund or you can apply your payment to another month (subject to availability).
3. **Booth Space** – we do not assign booth spaces, therefore, there is no guarantee you will get the booth space you want or the same booth space every month.
4. **Vendors must be present** – July MM hours are 9am-2:00pm. You must be set up by 9am and stay until 2pm. If you can't meet this requirement, please don't apply;
5. Each vendor is given **TWO PARKING SPACES** that will accommodate **your SALES STAND and ONE vehicle**. **ALL other vendor vehicles must be parked in the Parking Field. No exceptions.** DO NOT park in the open section of the asphalt parking lot – these spaces are for the **CUSTOMERS**.
6. **SINGLE Random empty parking spaces** – when choosing your 2 booths spaces, **do not leave an empty parking space between you and adjacent vendors**. Random unused parking spaces will cause another vendor to be short a space. PLEASE BE CONSIDERATE to the other vendors and don't leave open single parking spaces!
7. **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.
8. **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.
9. **Please honor the spirit of the Market - make it homegrown, handmade, or homemade** items produced or harvested by the Vendor – and appropriate for this special market.
10. 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.
11. **No commercially manufactured finished products** will be permitted. **This isn't a flea market!**
12. Organic, recycled, reused, re-created, and/or native products are **encouraged!**

13. 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.
14. All vendors who wish to erect **canopies** (including tents and umbrellas) are required to have their canopies safely anchored. Approved weight systems include sand and water bags, or the like. **The use of spikes or stakes to secure canopies is strictly forbidden.** Vendors may not attach canopies to trees, signs, or shrubs.
15. Vendors must supply all their **own equipment, including tables and chairs**. No exceptions.
16. Sorry, **water hook-up is not available**. There is a **\$20 fee for electric hook-up, you must supply your own cords**.
17. If you wish to apply for a **food vendor booth**, you will need special permission. Email info@annmariegarden.org to learn more.
18. Vendor set up time is 8:00-9:00am. **Any extra vehicles must be moved to the Parking Field by 8:45am.**
19. Each vendor is responsible for **removing ALL their own trash**. This includes boxes, packaging materials, booth supplies and materials, crates, etc. In other words, any items you brought, you must take home. **Any vendor who leaves trash in their booth space will be fined \$25.**
20. **Parking and admission to the Maker's Market area is FREE;** visitors or vendors wishing to tour our galleries and grounds will need to pay the modest site admission. The admission fee can be paid in the Arts Building.
21. **Public restrooms are located at the south end of the Studio School building.**
22. **A special note about the MM and Artsfest:** many MM vendors inquire about having a booth at the Artsfest. In an effort to clarify the difference, we offer the following info: the **MM is intended to be a non-juried craft and farm market; Artsfest is a juried arts festival**. It is our intention to keep them distinct. MM vendors are welcome to apply to Artsfest, but please note that the Artsfest jury will only accept up to 5 MM vendors each year.
23. **Please follow our rules and come with a Cordial & Welcoming demeanor** – we strive to make Annmarie Garden a place of joy. We want everyone - ALL our visitors, vendors, staff, and volunteers to enjoy their time at Annmarie and to come back again. We want YOU to have fun at the MM, so please come with a positive attitude and help spread that joy to those around you! In regards to our rules, you may not understand a rule, but we have thought long and hard about each one. Please follow them, and if you have a good idea about how to improve the MM, please let us know!
24. **Agreement to rules and guidelines** – all vendors must read, agree, sign, initial, and submit the 3 page application form along with payment. Incomplete applications will not be accepted. **Full payment must accompany the form.**

I have read the 2016 July Maker's Market three-page application and agree to the stated rules and guidelines. Initial here _____ Date _____

Suggestions? Questions? T. 410-326-4640 Email: info@annmariegarden.org.

THANK YOU for participating in this program – we hope it is worthwhile experience for you!