

Fairy & Gnome Home Festival Vendor Application Form

DEADLINE TO APPLY – April 1, 2017 Event date: **Sunday, April 23, 2017, 12:00-4:00pm**

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

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

Contact Information:

Contact Name _____

Business Name _____

Mailing Address _____

Phone _____ Email (REQUIRED!) _____

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

Products: Please provide a COMPLETE list what you would like to sell at the Fairy Festival (You may attach a list & photos if that is easier): _____

How does your booth fit the theme of the Festival? _____

Set Up? Saturday (Noon-4pm) **AND/OR** Sunday Morning (9:00-11:00am)

Payment Information: **Booth fee is \$50 payable in advance.** Please make checks payable to "Ann's Circle, Inc." We will return your booth fee if you are not accepted for the event. If you are accepted, we will retain your payment (**once you have been accepted, the booth fee is non-refundable**). There is a returned check fee of \$25.

___ Cash ___ Check/Money Order ___ Visa ___ Mastercard

Acct # _____

Exp. Date _____ CID# _____ Amount Enclosed \$ _____

Name on Card: _____ Signature _____

2017 Release Agreement

I represent and warrant that I have read and pledge to abide by the most current Festival rules (which are listed on page 2 of this application. For good and valuable consideration, including being permitted to participate in the Festival, 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 the Festival. 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 Festival. 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 Festival arising out of the Vendor's involvement in the Festival. If accepted, Annmarie has my permission to use images of my work or my stand for the purpose of promoting, advertising, and marketing the Festival. Annmarie also has my permission to publish photographs or video taken of me, my booth and my work during the Festival for purposes related to promotions of the Festival, past or future.

Vendor's Signature _____ Date _____

Fairy & Gnome Home Festival – Sunday, April 23rd

2017 Vendor Rules & Guidelines

You are cordially invited to submit a booth application for *The 5th Annual Fairy House & Gnome Home Festival* to take place **Sunday, April 23, 2017, 12:00-4:00pm** at **Annmarie Sculpture Garden & Arts Center**. **We expect more than 1,200 visitors at this magical event!** For this magical event, we are seeking a wide variety of vendors that fit the theme of the event. We strongly encourage you to visit the event webpage at <http://www.annmariegarden.org/annmarie2/node/586> and read about the event. If you think your products are appropriate for the Fairy Festival, then please consider applying!

Advance Application Required – all vendors must apply in advance; spaces are assigned on a first-come, first-served basis; absolutely no walk-ins the day of the festival.

1. **Booth Space** – we will not assign booth spaces in advance; you will be given a space when you arrive to set up. All booths will be located along the festival entrance walk, in the heart of the festival.
2. Each vendor will be given a **booth space approximately 10' x 10'**. You will be able to drive your car to your spot to unload. We expect all booths to be attractive and nicely presented and erected in such a way to withstand large crowds and unexpected weather. We strongly encourage the use of sturdy pop-up tents.
3. **Cordial & Welcoming** – any vendor participating in an Annmarie event is expected to treat all visitors 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.
4. **Sorry, pets are not allowed at the festival. This is a smoke free event as well!** Leave your pets and your cigarettes at home!
5. **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.
6. **Booth fees are NON-refundable**. There is a returned check fee of \$25.
7. **Set up Times – Saturday, April 22, Noon-4pm - OR Sunday, April 23, 9:00-11:00am on Sunday**, absolutely **NO** vehicles will be permitted to enter the garden after 11:00am – that means get here early!
8. 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. Vendors must supply all their **own equipment, including tables and chairs**. No exceptions. Sorry, but **electric and/or water hook-up is not available**.
9. **VENDOR PARKING** – on Saturday, once you have unloaded your car, you **MUST** move your vehicle to the Parking Field. No one will be allowed to park their car in the asphalt parking lot during the event.
10. **The event runs from 12:00 to 4:00pm on Sunday, April 23, 2017 at Annmarie Garden**. All vendors agree to remain for the duration of the event.
11. **Those vendors found to be selling items not listed on their application form**, will be required to immediately remove the items and risk being banned from future events. Homemade, handcrafted, homegrown items are preferred. Organic, recycled, reused, re-created, and/or native products are **encouraged!**

12. All products sold, or materials distributed, at the Festival must be **family-friendly**. Any vendor selling products or distributing inappropriate materials will be immediately removed from the Festival and banned from future participation.
13. **TEAR DOWN - Special note: ALL vendors must tear down, clean up, and remove ALL their equipment by 6:00pm on Sunday. NO EXCEPTIONS!** 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 uses the Annmarie dumpster or leaves trash in their booth space will be fined \$25. Sorry, but trash removal service is very expensive.
14. **Public restrooms are located at the south end of the Studio School building and in the Arts Building.**
15. **Failure to follow these rules will result in expulsion from the Fairy Festival.**
16. **Agreement to rules and guidelines** –all vendors must read, agree, sign and submit the 3 page application form. Incomplete or unsigned applications will not be accepted.

I have read the 2017 three-page application and happily agree to the stated rules and guidelines.

Initial here _____ Date _____

Questions? T. 410-326-4640 Email: info@annmariegarden.org.
Annmarie Sculpture Garden & Arts Center, 13480 Dowell Road, PO Box 99, Dowell, MD 20629

***THANK YOU for participating in the Fairy Festival –
We hope it is a magical experience for you!***