



# Green CRAFT FAIR / Maker's Market @ Calvert Green Expo

**Saturday, June 3, 2017, 10:00am – 4:00pm**

**Hosted by: The Calvert County Citizens Green Team**

**Event Location: Annamarie Sculpture Garden & Arts Center  
13480 Dowell Road, P.O. Box 99, Dowell (Solomons), MD 20629**

<http://www.annmariegarden.org/annmarie2/node/245>

**Deadline to apply: May 1, 2017**

**Thank you for your interest in this event!**

## **CRAFT FAIR / MAKER'S MARKET APPLICATION - 3 page form**

**Eligibility:** this call is open to vendors who sell handmade, homemade, or homegrown products, including arts & crafts, home décor, plants, jewelry, pet products, body & health, food, home & garden, bee products, kids' products, toys, fashion, and more! We welcome products that are earth-friendly, salvaged, upcycled, recycled, home grown, homemade, sustainably-harvested, revamped, refurbished, fair trade, organic, etc. We are seeking a nice variety of booths, so please apply!

### **Contact Information:**

How did you hear about this opportunity? \_\_\_\_\_

Business Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email (REQUIRED!) \_\_\_\_\_

Website address \_\_\_\_\_

**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.

**Info about your goods** – Please describe your goods, what they are made of, who makes them, production process, etc. (you are welcome to send images of your products).

**Door prizes – Will you donate a door prize for the event?**  YES!  NO

**Payment Information - Booth Fee: \$50 REQUIRED FOR ALL VENDORS – no refunds.**

**If you aren't accepted for the event, you will receive a full refund.**

(Make checks payable to "Ann's Circle, Inc." No refunds. Returned check fee is \$25)

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

Tables: **\$15 each**  No thanks, I have my own tables.  Yes, I need \_\_\_\_\_ tables!

Electricity: **\$15**  No thanks, I don't need electricity.  Yes, I need electricity (you provide 3-prong cords)

**TOTAL amount due \$** \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ CID# \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

**Send payment and completed application to Annmarie Garden, P.O. Box 99, Dowell, MD, 20629.**

## The Green CRAFT FAIR / 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 attached). For good and valuable consideration, including being permitted to participate in the May Maker's Market and Calvert Green Expo, 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, the Calvert County Citizens Green Team, the Maryland Forestry Boards Foundation, and each of its officers, directors, employees, agents, assigns, volunteers and affiliates (herein referred to as the "Green Team") 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 Makers Market & Green Expo. 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 & Green Expo. The Vendor hereby agrees to defend, indemnify and hold the Green Team 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 & Green Expo arising out of the Vendor's involvement in the Maker's Market & Green Expo. If accepted, The Green Team has my permission to use images of my work or my stand for the purpose of promoting, advertising, and marketing the Maker's Market & Green Expo. The Green Team also has my permission to publish photographs or video taken of me, my booth and my work during the Green Expo for purposes related to promotions of the Maker's Market & Green Expo, past or future.

Vendor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Vendor's printed name \_\_\_\_\_

### Green MAKER'S MARKET Rules & Guidelines

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 event. **Deadline to apply is May 1.** Vendors will be notified of acceptance by May 12, 2017.
2. **Booth APPROVAL** – submission of application form/payment does not ensure acceptance. You will receive an email with your confirmation on or before May 12<sup>th</sup>; if not accepted, you will get a refund.
3. **Vendors must be present during the ENTIRE event, Saturday, June 3, 2017, 10am-4pm.**
4. **Cordial & Welcoming** – all vendors are expected to treat all visitors, staff, volunteers, and other vendors 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. **Each vendor is given one 10' x 10' booth;** all spaces are handicap accessible; all spaces are outside. Vendors are responsible for their own set-up and takedown. **You must supply your own tent and chair.** No spikes or stakes can be used to set up your tent or booth display; no tying of your display apparatus to trees or shrubs. We suggest sand or water weights to stabilize your tent. You can drive your car to the booth for unloading and loading, **but your car CANNOT remain parked at the booth.** The fee for use of 110 volt electricity is \$15; vendors must bring their own outdoor extension cords. We strongly suggest that you bring a VERY long cord as your outlet may not be nearby. **UNDER NO CIRCUMSTANCES** will we provide a vendor with an extension cord. Tables can be rented for \$15 each.
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. **Once you have been approved for the event, booth fees are NON-refundable.** There is a returned check fee of \$25.
8. All products sold, or materials distributed, at the event must be **family-friendly**. Any vendor selling products or distributing inappropriate materials will be immediately removed from the event and banned from future participation.

9. Vendors must supply all their **own display equipment and chairs**. Tables may be rented for **\$15 each**.
10. **Vendors who need electric hook-up should indicate this on their application form and pay the appropriate \$15 fee.**
11. Vendor set up time is **Friday, 10am-5:00pm** and **Saturday, 8:00-9:30am**. On Saturday, ALL vehicles **must** be moved to the **Parking Field by 9:45am**. **NO cars can remain in the event area**. All vendor tear down and clean-up must be completed on Saturday by 5:00pm.
12. 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. **Please DO make use of the on-site recycling containers!!** 😊
13. **Parking and admission to the Green Expo and the Green Craft Fair/Maker's Market area is FREE.**
14. **Public restrooms are located at the south end of the Studio School building or in the Murray Arts Building.**
15. **Failure to follow these rules will result in expulsion from the Green Expo and the Green Craft Fair / Maker's Market**
16. **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 2017 three-page application, completed the application, provided payment, signed the release form, and agree to the stated rules and guidelines.

Initial here \_\_\_\_\_ Date \_\_\_\_\_

**REMINDER: send payment and completed application to:  
Annmarie Garden, P.O. Box 99, Dowell, MD, 20629.**

**QUESTIONS: t. 410-326-4640 Email: [info@annmariegarden.org](mailto:info@annmariegarden.org).**

***THANK YOU for participating in the Green Expo & Green Craft Fair & Maker's Market --  
We hope it is a worthwhile experience for you!***