



ATTENTION CRAFTERS, COMMUNITY BUSINESSES and INFORMATION AND PRODUCT VENDORS

Announcing the 18TH ANNUAL BURTONSVILLE DAY CELEBRATION
SATURDAY, SEPTEMBER 27, 2008

THIS IS AN OUTDOOR EVENT

You are cordially invited to apply as a vendor to the Burtonsville Day Celebration craft fair and vendor exhibits. The Burtonsville Day Celebration is being held in cooperation with the Montgomery County Department of Recreation at the Marilyn J. Praisner Community Recreation Center (formerly the Fairland Recreation Center), located at 14906 Old Columbia Pike, Burtonsville, Maryland 20866. The festival is open to the public from 10:00AM to 3:30 PM. Traditionally, a large crowd attends and this is an excellent opportunity to reach residents from the Burtonsville, Cloverly, Colesville, Fairland, Briggs Chaney and White Oak communities.

Please see attached list of vendor criteria and categories. The cost to participate is **\$25.00 per 8'w x 17'd single space.**

Spaces are the size of actual parking spaces for cars. A single booth space is approximately 8' wide x 17' deep. Two spaces therefore would be approximately 16' wide and 17' deep, etc. Overflow spaces will be along the sidewalks, and may be smaller.

Applications and fees will be accepted immediately on a first come, first space allocated basis. To apply, please complete the registration form and mail it, along with your check to Burtonsville Day Celebration, P.O. Box 713, Burtonsville, MD 20866.

Applications can be obtained online at www.burtonsvilleday.org

You will be notified if your application is accepted based on the attached criteria and generally on a first-come, first served basis. The deadline to apply is September 20th, but we encourage you to register quickly as spaces fill quickly. We sincerely hope you will be able to join us and good luck.

18th Annual Burtonsville Day Celebration Vendor Regulations

Please read carefully. If you have questions, please contact us at www.info@burtonsvilleday.org

1. Individual Crafters generally sell hand made items. This may include licensed packaged food items, such as vinegars, mixes, but not "open consumable" items, such as hot dogs, sodas, etc
2. Commercial Crafters/Products: Wholesale and Import items generally not hand-crafted for re-sale.
3. Professional/Commercial Organizations and Services, including all for profit services and products such as Medical professionals, Real Estate businesses, etc.
4. *Consumable Food vendors are not eligible. All consumable food will be sold by approved non-profit service organizations, which have already been determined.
5. Alcoholic beverages or tobacco products may not be sold or consumed on Park or Recreation Center property.
6. Silly String products are strictly prohibited.

Hint: Items which have been successful in the past include potted plants, home decorating and children's items and those products which sell in the \$1 to \$20.00 range. *This is only a suggestion and not a condition of your application or a guarantee of success.*

Application Process:

1. Please complete the application form and mail with your check made payable to "Burtonsville Day Celebration, Inc." Credit cards are not accepted. The mailing address is: Burtonsville Day Celebration, P.O. Box 713, Burtonsville, Maryland 20866.
2. There is a \$25.00 "bad check" collection fee for returned checks.
3. Applications will be dated as they are received. This is a first-come, first served placement process. The Burtonsville Day Committee reserves the right to refuse vendors or vendor products, if deemed inappropriate, such as obscene or offensive products or any products harmful to the public, or consumer or those products prohibited by the MNCPPC for sale on Park property.
4. A review committee will determine if your application is accepted and notify you.
5. You will be notified of acceptance or refusal. You will receive a space assignment, confirmation of space size, unloading/loading pass and further instructions by e-mail and mail.

Requirements:

1. There will be no priority placements. Space assignments will be made in accordance with the committee review and determination for best placement to minimize competition of vendors (similar items next to each other). Acceptance or denial of

applications is to ensure a variety of products and services to the public and for maximum appeal of the craft fair.

2. At the time your application is received, and the vendor spaces are filled, a waiting list will be maintained in the event of late notice cancellations.
3. Participants are required to provide their own table, chairs, umbrella or other shade/shelter covering. Set up is on a black topped surface in the parking lot of the community center, or park. Umbrellas should have a weighted base. Canopies may not intrude into adjoining spaces. Tables should be covered in the front for maximum appeal. All set up must fit within the vendor space. Single spaces are approximately 8' by 17', and will not accommodate a 10' X 10' tent. Double spaces are approximately 16' x 17'. Some spaces will have another vendor placed directly behind. Some spaces may be end of row sites or in a single row. Overflow spaces will be along the sidewalk area and may be smaller. There is no vehicle parking in the vendor space.
4. The craft fair portion of the festival is scheduled to be held **rain or shine**; however, if severe weather occurs, the outdoor activities may be postponed or cancelled. Lightning, for example, is considered severe weather. Be prepared to cover your tables with plastic sheeting in the event of rain.
5. Vendors may begin set-up at 8:00am and set up must be complete by 9:45am. Each table must be attended by the applicant or designee throughout the day. Vendors must stay until 3:00pm. Clean up may begin at 3:00pm. NOTE: Old Columbia Pike will be closed to all vehicle traffic starting at approximately 9:45am for the parade. You will not have access in or out during the parade.
6. Vendors are responsible for clean up of individual spaces. All trash must be moved to appropriate receptacles. Cardboard, cans and bottles must be recycled in appropriate receptacles. Vendors should bring trash bags to remove trash.
7. No electricity is provided or allowed.
8. Battery operated radios, televisions and other devices may not intrude on adjoining vendors. The craft fair manager reserves the right to prohibit use of these and any other appliances or devices.
9. The location is the joint property of the Maryland National Capitol Park and Planning Commission and Montgomery County and is subject to all rules, laws and policies of the MNCPPC and the Montgomery County Department of Recreation. Alcohol tobacco and other illegal substances are prohibited. Illegal parking and activities will be subject to fines and/or arrest by Park Police enforcement.
10. Personal parking must be in approved spaces - limit one car per application. Handicapped parking must be by license or tag.
11. Vendors selling products must have a Maryland State Retail tax number. If you require a temporary license, call the Comptroller of Maryland, Retail Sales Tax Division at Wheaton office: 301-949-6030 or register online at www.marylandtaxes.com. We are required to report all vendors without a license to the State of Maryland

12. If you are selling food products, such as herb mixes, you may contact the Department of Health and Human Services, Licensure and Regulatory Services at 240-777-3986 for information on licenses and other requirements.

Refund Policy:

1. If your application is denied, you will receive your original "voided" check returned in the mail. Do not send money orders as you may not be able to get a refund from the issuer.
2. You will receive a full refund if the event is cancelled by the Event Manager due to national, regional or local emergencies.
3. There are no refunds under any other circumstances, including bad weather.
4. All other conditions for refund will be at the discretion of the craft fair manager and committee.

Limits of Liability and prohibited items:

1. The Burtonsville Day Celebration, Inc., Montgomery County Department of Recreation, and MNCPPC are not responsible for lost or stolen items. Each vendor or exhibitor is responsible for the security of their own money collected. Please ensure that you have a locked cash box or other security device to protect your money. You may want to consider having someone attend for part of the day so that you may leave your booth for food and rest room breaks. Do not bring personal items, such as purses. Do not leave your booth unattended. Secure your vehicles. Vendors should have change available to accommodate large bills.
2. You are responsible for any loss, personal injury, death and other damage that may be done or suffered by reason of your negligence. You must indemnify and save harmless Montgomery County Government, Maryland National Capital Park and Planning and Burtonsville Day, Inc from any loss, cost, damage and other expenses due to your negligence. Your application form, including a statement of this waiver must be signed.
3. Prohibited items include, but are not limited to:
 - Tobacco products
 - Alcoholic beverages
 - Drugs
 - Silly string
 - Unwrapped food items, except those authorized by permit
 - Lewd or offensive paraphernalia

The craft fair committee reserves the right to ask a vendor to leave the premises or to remove products.

4. Parking is limited. You must park only in authorized areas of the park. Cars parked in unauthorized areas will be towed by Park Police.

APPLICATIONS MUST BE RECEIVED BY SATURDAY SEPT 20th - NO WALK-IN OR LATE APPLICATIONS WILL BE ACCEPTED.

18th Annual Burtonsville Day Celebration Vendor Application

Vendor/Exhibitor Name _____
Contact person - _____
Phone # _____ Cell phone # _____
Mailing Address _____

Fax # _____ email _____

Repeat email address _____ (Notification will be by e-mail)

I am applying for _____ spaces @ \$25 per space.

Please describe what you would like to do or sell _____

It is important that you accurately list your items in order to minimize placement of your booth next to a booth selling similar items.

Sales tax # _____ *

- I am applying for a one day license and will provide the retail sales tax # on the day of the craft fair.

Vehicle tag # (located at the craft fair) _____

Please read carefully and sign below:

I agree to abide by the rules and regulations of the Burtonsville Day Celebration. I understand that I and all my designees participating in the craft fair are responsible for any loss, personal injury, death and any other damage that may be done or suffered by reason of mine or their negligence. I agree to indemnify and save harmless Montgomery County Government, Maryland National Capital Park and Planning Commission, and the Burtonsville Day Committee, Inc. from any loss, cost, damage and other expenses suffered or incurred by my negligence. I consent to the Committee's or county's use of photographs or video tapes to be used in the promotion of the Burtonsville Day Celebration

I have read and understood the above statement _____
Signature of applicant Date

For committee use:

Date Received _____ Amt. Encl _____ Accepted _____ Declined _____