

Ag Center Arts & Crafts Festival

Event Details & Vendor Application

- ✚ This event will be held in the **Shipley Arena at the Carroll County Ag Center**. The address is 706 Agriculture Center Drive, Westminster, MD 21157. This is a **NEW** event. It will be on **Saturday, May 6, 2017 from 9:00 am till 3:00 pm**.
- ✚ Vendor Spaces & Prices:
 - * **10' x 10' spaces are \$40**. Vendors are encouraged to bring their own tables and displays and must stay within their designated space. Please be respectful of your neighbors and the aisle. Nothing is allowed to be hung on the walls.
 - * 8 foot rectangular tables may be rented for \$5 each.
 - * Electricity is available for \$10 a vendor. Please indicate on your application if you need access to electric. Extension cords will not be provided and outlets may be shared by multiple vendors. Electric is lowered from beams in the ceiling so please bring at least a 50 foot extension cord.
- ✚ Vendors will have two opportunities to set up.
 - * Friday, May 5, 2017 – 12:00 pm – 8:00 pm. Bay doors to the Arena will be open for use. The Arena will be locked overnight, however items are left at the vendor's own risk; the venue and/or event coordinator will not be held liable if items are missing or lost.
 - * Saturday, May 6, 2017 – 7:00 am – 8:30 am. Bay doors will be *closed* and all vendors must come in through the front lobby doors. No vendors will be admit for setup after 8:30AM and payment will be forfeited
- ✚ Vendors may begin breaking down at 3:00 pm, not before. All breakdown must be completed by 6PM on May 6.
- ✚ Vendors are encouraged (but not required) to donate an item to give away at the raffle tables. \$10-\$20 value
- ✚ Food and drinks will be available to the guests and vendors for purchase.
- ✚ There is Wi-Fi and good cell phone reception at the Arena.
- ✚ \$35 fee for any returned checks.
- ✚ The vendor fee is nonrefundable after March 15, 2017. There is no rain date as it is an indoor event.

If you're interested in participating, please mail your completed Vendor Application and pictures to: Carroll County Ag Center, Attn: Nichole Porter 706 Agriculture Center, Westminster, MD 21157 or email to agcenterartsandcraftsfestival@gmail.com. The Festival features vendors chosen by a jury. Vendors are not selected on a first-come, first-serve basis. Participation in other events at the Ag Center does not guarantee you a spot in this show. The large majority of accepted vendors will be handmade craft vendors. I will also be allowing a small number of direct sales vendors but will limit them to one from each company.

Completed applications will be reviewed and vendors who are selected by the jury will be notified via email. Vendors have 14 days after notification to send in their payment in order to secure their spot. If payment is not received within 14 days, the space will be offered to a different vendor. Selections will be made monthly from received applications.

Vendor agrees to indemnify and hold harmless the Ag Center against any damages or claims that may arise in connection with Vendor's presence at the Event and Vendor's activities of any kind. By completing the Vendor Application and returning it, vendor agrees to all terms listed above.

-Nichole Porter

Event Coordinator

Cell: 443-536-4833

Email: agcenterartsandcraftsfestival@gmail.com

Important links:

o Public Facebook event: <https://www.facebook.com/ccagcenter/>

o Website: www.carrollcountyagcenter.com

Ag Center Arts & Crafts Festival

Vendor Application

Saturday, May 6, 2017

www.carrollcountyagcenter.com

Event Coordinator: Nichole Porter, 410-848-6704 ext. 11,

Name:

Date:

Address:

Email:

Phone Number:

Business Name:

Description of business and/or list of products:

Approximate number of items in your inventory:

Price range of products:

My products are: _____ Handmade _____ Commercial

Links to website, social media or online shops (may be included on event website):

Are you willing to donate an item for the raffle table? (\$10 - \$20 value)? _____ Yes _____ No

10' x 10' booth requested _____ @ \$40.00 a space

Electric Requested _____ @ \$10.00 a vendor

8 foot tables requested _____ @ \$5 each

Total amount due* _____

*** Payment is not due at time of application. If your application is approved and you're selected, you will have 14 days after being notified to remit payment to secure your space.**

Please attach 3-5 pictures of products, setup, and/or inventory.

Mail completed applications to

Carroll County Ag Center

Attn: Nichole Porter

706 Agriculture Center

Westminster, MD 21157

Or email to agcenterartsandcraftsfestival@gmail.com