



Rules and Regulations Chestertown Tea Party Festival

Celebrating Colonial resistance to British rule, Chestertown, on Maryland's Eastern Shore, will hold its Annual Tea Party Festival Saturday, May 26, 2018 and Sunday, May 27, 2018. Kick-off celebration to be held Friday evening May 25, 2018.

ARTISAN AND NON-PROFIT VENDORS

- GENERAL INFORMATION
 - The Festival on Saturday May 26th is located on the streets of Historic downtown Chestertown from 10am – 5pm.
 - The Festival on Sunday May 27th is located in Wilmer Park on the Chester River in Chestertown from 11am – 4pm.
 - All merchants who are selling Saturday and again on Sunday will have to pack up on Saturday and move to the new location on Sunday.

- VEHICLES
 - You **MUST** display your vehicle access pass in order to drive inside the Festival area.
 - Only one (1) vehicle per space will be permitted inside the Festival area at a time.
 - To off load merchandise, merchant vehicles will be permitted in the Festival area on Saturday from 7am until 9am. **No exceptions will be granted.**
 - To load up at the end of the day, on Saturday, merchant vehicles will be permitted inside the Festival area at 5:30pm or **at a time at the discretion of the Festival staff for safety of the patrons. The Festival area will be closed for all through traffic until 7pm.**
 - A map with further instructions will be provided to all registrants in early May 2018.

CRAFT REQUIREMENTS

- ◆ All work must be original and that of the exhibitor. Manufactured kits or “buy and sell crafts” are prohibited. **Merchants will be asked to remove prohibited items.**
- ◆ Weapons (toy or otherwise) such as, but not limited to, pop guns, rubber band guns, swords, bows and arrows are prohibited from sale at the Festival. **There will be no exceptions. Merchants will be asked to remove prohibited items.**
- ◆ Retail shops and industries will not be permitted.
- ◆ **Demonstrating your craft is preferred.**
- ◆ Specific guidelines are established by the Chestertown Tea Party Festival, Inc. The Artisans Committee follows the directives of the Board of Directors of the Corporation. All applications to the Artisans Committee are “Juried as a Craft” on the basis of suitability, and we reserve the right to reject any vendor application. The decision of the Artisans Committee is final.

FARMERS’/ARTISANS’ MARKET REQUIREMENTS

- You must be an approved Chestertown Farmers’ Market or Artisans’ Market vendor by the Town of Chestertown.
- Farmers’/Artisans’ Market vendors are those people who sell their products (home grown/made fruits, vegetables, plants, flowers; arts and crafts) at the weekly Chestertown Farmers’ and Artisans’ Markets.

DATES AND TIMES

- April 14, 2018
 - May 1, 2018
 - May 26, 2018
 - May 27, 2018
- Deadline for **ALL** 2017 Applications
Space Assignments and vehicle passes mailed
Festival Hours 10 am until 5 pm
Festival Hours 11 am until 4 pm

HOW TO APPLY

- Complete an application form and mail to the following:
Chestertown Tea Party Festival
Attn: Artisans Committee
P. O. Box 526
Chestertown, MD 21620
- Enclose a check or money orders payable to *Chestertown Tea Party Festival, Inc.* for space fee (see below).
- Signed and completed application*
- For RETURNING vendors:*** Since you have previously sent us photos you only need to send photos of anything **NEW** that you may be adding to your sales.
- For FIRST-TIME Applicants:*** You ***MUST*** include 3-5 photographs or digital images of the types of work to be displayed or sold. Photos/digital images must be labeled clearly with name, address, and phone number. These will not be returned.

THINGS TO REMEMBER

- ◆ ***Fee:*** Your fee reserves a space approximately 8' deep X 15' wide. A 10' X 10' tent will fit into this space. Vendors must provide their own tables and chairs. No electricity will be provided. No commission will be taken. Maryland Sales Tax of 6% is the responsibility of the individual vendor. The Chestertown Tea Party Festival Committee does not supply application forms for taxes.

Saturday	\$150.00 per space (postmarked on or before December 31, 2017)
Sunday	\$ 50.00 per space (postmarked on or before December 31, 2017)
Saturday	\$165.00 per space (postmarked January 1 – April 14, 2018)
Sunday	\$ 55.00 per space (postmarked January 1 – April 14, 2018)
Late Fee	Add \$50.00 per space (postmarked after April 14, 2018 until May 12) (Late fees <u>MUST</u> be paid with registration fee. <u>No reservations will be accepted after May 12.</u>)
- ◆ *There are limited spaces for vendors. Please respond as soon as possible.*
- ◆ *The Chestertown Tea Festival Party, Inc. **DOES NOT** cover your liability. The Corporation requires that you provide your own insurance to cover your booth's liability exposure*
- ◆ ***CHESTERTOWN TEA PARTY FESTIVAL, INC. ACCEPTS NO LIABILITY FOR LOSS DUE TO WEATHER, DAMAGE OR THEFT.***
- ◆ ***Signs:*** Signs are limited to one per booth, no larger than 3' X 1.5'. Lettering, color, etc. should be in the style of the Colonial period.
- ◆ *The Festival occurs RAIN or SHINE. All activities take place out of doors. There are no refunds if we are rained out. There are no covered spaces. It is necessary to bring tarps or other protective devices for inclement weather.*
- ◆ *Every effort will be made to guarantee returning vendor space locations IF registration and payment are received by April 14, 2018.*
- ◆ **The Town of Chestertown has a ban on plastic bags. Paper bags only, please.**