



## *Rules and Regulations*

Celebrating Colonial resistance to British rule, Chestertown, on Maryland's Eastern Shore, will hold its Annual Tea Party Festival Saturday, May 23, 2020 and Sunday, May 24, 2020. Kick-off celebration to be held Friday evening May 22, 2020.

### **ARTISAN AND NON-PROFIT VENDORS**

- GENERAL INFORMATION
  - The Festival on Saturday May 23<sup>rd</sup> is located on the streets of historic downtown Chestertown from 10am – 4pm.
  - The Festival on Sunday May 24<sup>th</sup> 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 vendor 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 beginning at 4:15pm 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.** Merchants must first “pack and stack” their vendor spaces before an end of day vehicle pass will be issued to access the festival area.
  - A map with further instructions will be provided to all registrants in early May 2020.

### **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.**
- ◆ **Demonstrating your craft is preferred.**
- ◆ Retail shops and industries will not be permitted.
- ◆ 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.**
- ◆ 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 reviewed 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 fruits, vegetables, plants, flowers; baked goods, arts and crafts) at the weekly Chestertown Farmers’ and Artisans’ Markets.

## DATES AND TIMES

- April 11, 2020
- May 1, 2020
- May 23, 2020
- May 24, 2020

Deadline for **ALL** 2020 Applications  
Space Assignments and vehicle passes mailed  
Festival Hours 10 am until 4 pm  
Festival Hours 11 am until 4 pm

## HOW TO APPLY

- Complete, sign and mail an application form to the following:

Chestertown Tea Party Festival  
Attn: Artisans Committee  
P. O. Box 526  
Chestertown, MD 21620

- Enclose a check or money order payable to *Chestertown Tea Party Festival, Inc.* for space fee (see below). We regret that we cannot accept credit/debit card payments.
- 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 **and** of your booth set-up. Photos/digital images must be labeled clearly with name, address, and phone number. These **will not be returned.**

## THINGS TO REMEMBER

- ◆ There are a limited number of spaces for vendors. Please respond as soon as possible.
- ◆ 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.

Saturday	\$150.00 per space (postmarked on or before December 31, 2019)
Sunday	\$ 50.00 per space (postmarked on or before December 31, 2019)
Saturday	\$175.00 per space (postmarked January 1 – April 11, 2020)
Sunday	\$ 60.00 per space (postmarked January 1 – April 11, 2020)
Late Fee	Add \$50.00 per space (postmarked after April 11, 2020 until May 8) <b><u>(Late fees MUST be paid with registration fee. No reservations will be accepted after May 8.)</u></b>
- ◆ No electricity will be provided, and no generators will be permitted without approval by the Artisans Committee in advance of the festival.
- ◆ No commission will be taken on sales.
- ◆ **Under Maryland Sales and Use Tax Laws, the retail sale of tangible personal property is subject to 6% sales tax. Maryland requires all vendors to have either a permanent Maryland sales tax license or a Maryland Thirty Day Temporary License at the Chestertown Tea Party Festival. It is the obligation of each vendor to have the appropriate license.**
- ◆ Every effort will be made to guarantee returning vendor space locations **IF** registration and payment are received by April 11, 2020. Requests for changes in space location for returning vendors will be honored, as space permits, in the order in which requests are received.
- ◆ The Chestertown Tea Festival Party, Inc. **DOES NOT** cover your liability, nor does the Committee accept liability for loss due to weather, damage or theft. The Corporation requires that you provide your own insurance to cover your booth's liability exposure.
- ◆ 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 a tent, tarps and/or other protective devices for inclement weather.
- ◆ 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 Town of Chestertown has a ban on plastic bags. Paper bags only, please.**
- ◆ Exit at the end of the festival day on Saturday will be by permit only. All vendors must "pack and stack" their vendor space materials before a permit will be issued by a Festival volunteer.
- ◆ Vendors are asked **NOT** to break down their space(s) until the end of each festival day (4 pm).