



***2020 Chestertown Tea Party
Festival Artisan/Crafter
Refund/Credit Request Form***

MEMORANDUM

TO: All artisan vendors

FROM: Joe Holt and Linda Kuiper Co-Chairs – Artisans Committee

SUBJECT: Cancellation of the 2020 Chestertown Tea Party Festival / Opportunity to Request a Full Refund or Credit for 2021 Festival Registration

As we explained in our email message, it is with regret that the Chestertown Tea Party Festival Committee has made the decision to cancel the 2020 Festival. So much remains unknown with respect to the COVID-19 pandemic. Experience from countries infected at a much earlier date than the United States suggests that infections could continue over a period of two to three months. Even after infections have slowed and current public guidance to practice social distancing have been lifted, we fear many of our fellow citizens will be reluctant to subject themselves to large crowds for some time to come. As a result, we have made the difficult decision to cancel our festival this year.

We realize and regret that this cancellation, along with other such opportunities to share your art and crafts with the public, will have an impact on your income. However, your health and safety, and that of our festival patrons, was the overriding factor in making this decision. We look forward to hosting the festival once more during Memorial Day Weekend in 2021 and hope very much that you can be with us.

We want to provide each artisan/crafter with the option to either request a full refund of registration fees paid for the 2020 festival **or** to have the 2020 festival registration applied to the 2021 festival. You had provided a registration fee of **\$150**. Please let us know by checking the appropriate line below whether you would like that fee to be refunded to you this spring or whether you would like it to be credited as your registration pre-payment for our 2021 festival. If you choose the former, please indicate on the line provided how your refund check should be made payable. Please then sign, date, and return this form at your earliest convenience.

Refund my 2020 Registration Fee: _____ **Credit my 2020 Registration Fee to 2021:** _____

Payee for Refund Check: _____

Signature: _____ Date: _____

We send every good wish to you and yours during these difficult times.

Refund requests must be received by May 1, 2020 to be honored.

All non-responses will be considered requests to credit 2020 registration fees to 2021 Festival registration.
Mail this form in the pre-addressed envelope provided or scan and email to: merchants@chestertownteaparty.org