



## CONDITIONS OF SHOW

**DATE:** Saturday & Sunday May 2<sup>nd</sup> & May 3<sup>rd</sup>, 2020  
**PLACE:** Towson Courthouse Square & Surrounding Streets  
**TIME:** Saturday 10am - 8pm & Sunday 1pm - 6pm

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### REGISTRATION & PAYMENT

- Complete payment *MUST* accompany application forms
  - o **February 1<sup>st</sup>:** Final date for saving spaces for returning vendors with 2019 deposits. **Deposit is not deductible!**
  - o **February 28<sup>th</sup>:** All exhibitors fully registered *before this date* are listed in the Official Program Booklet..
  - o **March 1<sup>st</sup>:** Regular Registration ends. Applications postmarked after this date are subject to a \$35 additional fee.

**APPLICANT:** Agrees to comply with all Festival regulations and guidelines as detailed in the Towson Spring Festival “Conditions of Show.”

### SPACES:

- All spaces are 10' X 14'** (Arrangements must be made in advance for oversized vehicles).
  - o If your vehicle & your merchandise extend over 14', you must reserve 2 spaces. **(NO EXCEPTIONS.)**
  - o Vendor must back up to curb and **protrude into street no deeper than 10', unless arrangements have been paid to the Sponsor.**
  - o You must remain within the confines of your space. **NO SOLICITATION IS ALLOWED ON THE FESTIVAL GROUNDS OUTSIDE OF YOUR DESIGNATED 10'x14' SPACE.**
  - o Many areas are vacant for handicapped and emergency purposes. You may not block any area other than your own.
  - o Political candidates or parties may only have 4 workers plus the candidate in the space at any one time.

### TENTS:

- You may rent 10' X 10' pop-up tents from the Festival – see application for pricing
  - o If rented, the tent is delivered to your space prior to your entering the Festival area & removed after the closing
  - o Please contact your Block Captain immediately if a tent you ordered from us is not at your space by 9am.
  - o Tacks, staples, nails or pins **may not** be used on the tents; however string or clips are acceptable attaching mechanisms.
  - o Restitution will be required for damages to any rented tents.
- ALL TENTS USED AT THE FESTIVAL MUST HAVE A MINIMUM OF 20 LBS OF WEIGHT ON EACH LEG OF THE TENT**

### EXHIBIT TYPES:

- Product changes or product line additions**, after an application is filed, is prohibited without the written consent of the Sponsor. ALL ITEMS MUST BE CLEARLY MARKED

### TRAFFIC & PARKING:

- Area maps with your **final space assignment are mailed in April**. Please observe the one-way traffic restrictions on the designated streets.
- All municipal parking garages (as identified on the map) provide all day parking for a \$5 fee each day. We ask all vendors to **park in the garages** and leave the on-street spaces near the Festival grounds for the Festival patrons (a.k.a. **your** customers).
- Oversized parking will be available for a weekend fee, passes will be available from your block captain. You may not park on any lots (private and public) on the festival grounds without permission from the Chamber or the Block Captain.
- THE FESTIVAL COMMITTEE, AS WELL AS PROPERTY OWNERS, HAVE THE RIGHT TO HAVE YOUR VEHICLE TOWED IF YOU PARK IN A NO-PARKING ZONE - \$240 COST**

### SET UP & TEAR DOWN:

- Set up begins any time after 4 a.m. on Saturday morning; however any tents rented from the Festival Committee will not be in place at their space until 9 a.m. and no vendor vehicles are permitted to enter the Festival grounds after 8 a.m.
- Sunday morning set up begins at 9 a.m. and no vendor vehicles are permitted to enter Festival grounds after 11 a.m.
- The streets officially close at 8 a.m. Saturday and 11 a.m. Sunday. No VEHICLES ARE PERMITTED TO MOVE AFTER THE STREETS AREA IS CLOSED.**
- No additional vehicles are permitted in vendor spaces except those serving customers.
- Vendors may drive to their space, unload quickly, move vehicle to a parking garage and return to the space to complete the set up process, prior to the closing of the streets.
- Festival Committee Block Captains will be on duty Saturday from 6am - 9pm & Sunday from 9am - 7pm to assist you.

**END OF THE DAY CLOSING:**

- All sales *must* end at close on both days. If you have too many items to close down immediately, please bring tarps or bed sheets to cover your merchandise until the pedestrians leave!
- ABSOLUTELY NO VENDOR VEHICLES are permitted into the Festival area until all pedestrians are cleared from the streets.
- No vehicles may move from their location at the festival until the Police give the “All clear of Pedestrians” announcement. The Festival Committee must wait for the signal from the Baltimore County Police.
- Exhibitors must clean their assigned spaces at the end of each day. All exhibitors must clear the streets **as soon as possible** (after vendor vehicles are allowed on the grounds) on both days to allow the County and Festival workers to complete the cleaning of the Festival grounds.
- All Food Vendors will be responsible for their area – a hefty fee will be charged for spilled and splattered grease on the streets! A \$200 deposit per spot is required from food vendors who use grease – see application.

**MARYLAND SALES TAX:**

- All exhibitors eligible to pay Maryland Sales Tax are required to take care of their obligations.
- For specific information please contact:  
Maryland Sales & Use Tax Division, Special Events Section - Room 201,  
301 West Preston Street, Baltimore, MD 21201, 410-767-6961

**REST ROOMS:**

- Portable Restrooms are located throughout the grounds; see the Festival Program map for locations.

**REFUNDS:**

- A completed application and payment is a commitment to show. No full refunds will be issued.
- Partial refunds will be given based on the number of days before the opening day of the show as follows:  
January 30<sup>th</sup> – 80%    February 28<sup>th</sup> – 40%    March 15<sup>th</sup> - 20% after March 16<sup>th</sup> – No Refunds.

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**Key Points**

- The Festival Committee reserves the right to restrict or refuse an applicant’s participation if they exceed our limitations of a category, or for any other reasons deemed appropriate by the Festival Committee. In such a case, the application fee is refunded.
- Vendors must attend both days – otherwise they are in jeopardy of losing their prime location for the following year. In addition, those vendors not attending both days in 2020 will need to pay an additional \$100 security fee the following year.
- **Electricity, water, tables and chairs are not supplied.**

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**EVENT SPONSOR: Towson Chamber of Commerce, Inc.**

**INDEMNIFICATION:** The exhibitor agrees to indemnify and hold harmless the Towson Chamber of Commerce Inc. and the Towson Spring Festival Committee, their officers, directors, employees and agents from any and all claims including, but not limited to, those based upon property damages, personal injuries, taxes and/or loss, in any way related to the Festival including reasonable attorney’s fees, unless such loss or injury is directly the result of negligence on the part of. Exhibitors are required to remove all valuables from their booths after the close of the Festival on Saturday. The Towson Chamber of Commerce Inc., and the Towson Spring Festival Committee and their officers, directors, employees and agents assume no liability for loss of or damage to exhibitor’s property.

Date \_\_\_\_\_ Signature \_\_\_\_\_

After receipt of your application information & ALL fees, the Festival committee will send information confirming your attendance. In April 2020, we will also send directions, assignment number and other pertinent information.

**For any questions or concerns, please contact the Towson Chamber of Commerce at 410-825-1150, or visit our website [www.towsonfestival.com](http://www.towsonfestival.com)**

**Local hotels for reservations:  
Sheraton Baltimore North, 410-321-7400  
Hampton Inn & Suites Timonium, 410-628-2800  
Holiday Inn Express, 410-823-4410**

