

Green Neighbor Festival 2019

Vendor Terms and Conditions

Please help us make the event a success and enable set up and tear down efficient following the instructions below:

- **BOOTH SET UP**

1. You are responsible for supplying, carrying, and setting up of your tables, chairs, canopy, literature, decorations, and supplies.
2. Power is not available; gas/diesel generators are not allowed for non-food truck vendors. Battery and solar power packs are allowed.
3. GNF organizers will assign a booth location prior to the event. Check your email for a booth map and unloading site.
4. We will be ready for your business/organization to arrive starting at 8:00 am. If you arrive earlier you may need to wait until the Facilities team has finished any site preparation. Please arrive no later than 9:30 am and have your area set up and ready by 10am, when the event officially starts. You need not wait until 10 am to open your booth.
5. Each agreement is for one approximately 11' x11' booth spot unless prior arrangements are made with event organizers. Common canopies are approximately 10' x 10' and fit nicely.
6. **Stakes cannot be used** to affix canopies and/or display materials to the ground / surface. Use sandbags or water weights. This item will be strictly enforced due to protection of the park grounds.

- **BOOTH BREAK-DOWN**

1. The event ends at 4:00 pm, at which time you are required to close your booth and canopy and pack up any remaining inventory, flyers, literature, banners and trash around your booth. You may break down starting at 3:30 pm if it rains and/or if you find booth traffic is diminished.
2. Members of the event organizer team will not be able to carry materials or help you set up or break down your booth, canopies, etc.

- **FOOD VENDORS**

1. Your organization/business is responsible for obtaining all necessary food permits with the Frederick County Health Department AND to follow all the food safety and booth setup guidelines as required. ([Link to Frederick County Health Department Info Temporary Food Permit Guidelines here](#)).

2. Porta-johns and associated handwashing stations will be provided by the Green Neighbor Festival. You are responsible for providing food safety materials at your booth as required by the Health Department (see link above).

- **OTHER IMPORTANT ITEMS**

1. For those selling items, the event organizer will be applying for a peddler license with the City of Frederick as part of this booth agreement. If you don't hold the required permit please e-mail/mail a color scan/copy of your driver's license clearly showing your face and the information on the license, a list of the items you will be selling, and whether you have ever been convicted of a crime or violation of code or ordinance (and if so, a description of what happened) by April 5th. (This date is firm, please do not ask for an extension). We will include you in The Frederick Center, Inc. permit. After April 5th you will need to obtain your own permit and pay the permit fee. Be sure to notify us of your intent to sell items during registration.
2. Single use plastic is highly discouraged. Items such as plastic bags, plastic straws, and Styrofoam does not reflect environmental sustainability as promoted by our event. Please consider alternative materials demonstrating to attendees that better choices are available to reduce environmental impact.
3. Solicitation of cash donations on-site is permitted. Any organization – including non-profits – that sells items must apply as a paying business booth. Any booth selling items is responsible for making sure sales meet all City, County, State, and Federal tax collection and local business permit regulations.
4. There is no entrance fee or other cost to anyone to attend the Green Neighbor Festival.
5. The Green Neighbor Festival will take place rain or shine. Canopies are encouraged, but not required. If it rains, booths cannot move under another covered space like a bridge or other tent. Booths **MUST** be weighted (not staked) with water jugs or similar heavy materials. Booth fees are non-refundable.
6. Vehicles are not allowed within the park — on grass or bricks — per City rules.
7. No games of chance are permitted. This includes bingo, carnival games, lottery, wheels of chance, etc., or other similar activities requiring money. Free spins for promotional items are permitted if no payment is accepted. Organizations offering raffles must have a valid County Raffle/Gaming Permit.
8. Alcohol cannot be consumed anywhere in the park.
9. The event organizer reserves the right to cancel applications from organizations or individuals that do not support the mission and values of the organization.
10. Your organization will be listed in the program that will be available to all attendees.
11. For those accepting items for recycling: All collected items are your responsibility. All items must be removed by your organization/business by dusk the day of the event.

Green Neighbor Festival is not responsible for removal of booth materials or collected items.

12. All booth fees are non-refundable. Vendors are requested to provide cancellation at least 7 days prior to the Festival date.

- **FREE VENDOR SPACE**

1. A business or organization is eligible if they are:
 - collecting items to be recycled (see other terms & condition requirements above) OR
 - a farm operating in Frederick County that will offer for sale agricultural products and/or CSA during upcoming production seasons. Farms must meet appropriate State, County, and Federal permit requirements for the sale of foods and agricultural products.
2. All other terms and conditions apply to vendors obtaining free spaces, including the requirements stated above regarding selling items at their booth space.
3. A free vendor space is not reserved until eligibility has been confirmed by Festival committee AND a confirmation of accepted is received by email.
4. Vendors who reserved free spaces and are no-shows to the festival date, without advance cancellation notice may not be permitted to participate in future Green Neighbor Festival events.
5. To reserve a free vendor space, complete the appropriate online vendor registration application and select "I will pay by check". You will be notified by email if your registration for a free booth is accepted.