



SATURDAY STREET FESTIVAL SEPTEMBER 26, 2020

VENDOR GUIDELINES AND APPLICATION DEADLINE FOR SUBMISSION: JULY 1, 2020

The Imagine Hagerstown Street Festival takes place on Saturday, September 26, 11 am-8 pm, on South Potomac Street, Hagerstown, MD. With a full day of great music, delicious food and drink, and fun activities for people of all ages, we expect this to be an amazing day in downtown Hagerstown! We're looking for vendors who make unique, hand-crafted items to provide a great shopping experience for attendees.

Vendors interested in selling ready-to-eat food, should contact kclark@hagerstownmd.org for more information.

Event Date:

- Saturday, September 26 – rain or shine

Event Location:

- South Potomac Street (between Washington and Antietam Streets)

Hours of Operation:

- 11 am-5 pm* or 11 am-8 pm
- * Vendors who choose to end at 5, must be able to completely break down their set-up and vacate the site by 5:45 pm (prior to the 6 pm headliner band)

Vendor Fees:

- \$35 per one 10'x10' space from 11 am-5 pm
- \$50 per one 10'x10' space from 11 am-8 pm
- No refunds will be provided
- Please do not send any fees at this time. If accepted to vend, you will be asked to send a fee at that time to secure your booth space.

Items Accepted:

- Unique, handcrafted items
 - Bath & body
 - Packaged food/drink (not ready-to-eat); herbal goods
 - Jewelry
 - Clothes / Accessories / Handbags
 - Knit/Crochet/Yarn
 - Ceramics
 - Toys/Children's Products
 - Glass
 - Housewares
 - Paper Goods/Stationery
 - Pet items
 - Wood
 - Artwork (2D and 3D)

Items Not Accepted:

- Multi-level, direct sales products (eg, Scentsy, Lularoe)
- Mass-produced or imported items
- Ready-to-eat food or drink

Equipment, Electricity, Vendor Responsibilities:

- Vendors are responsible for bringing own tents, tables, chairs
- Electricity is limited; vendors must state on application if required
- All vendors are required to post Maryland Sales & Use Tax License at booth (more information below)
- Depending on product, vendors may be required to show evidence of insurance before being accepted to Festival; organizers will make this determination.
- In order to prevent multiple vendors from selling the same or similar items, Festival organizers may ask vendors to only sell some of the products listed on their application. Vendors are not permitted to sell items that are not listed on their application or that have not approved by Festival organizers.
- All vendors are required to sign hold harmless agreement (attached)

Deadlines:

- July 1st Applications Due
- August 1st Vendors notified of decision about acceptance into the Festival
- August 15th Deadline to confirm participation with booth payment

Criteria for Selection:

- Quality of product
- Photographs of good set-up and display
- Sustainable, eco-conscious packaging and manufacturing
- Social media/web presence
- Ability to promote own business
- Priority given to vendors from the 4-state area

We look forward to receiving your application. Please contact Kitty Clark at kclark@hagerstownmd.org or 301-739-8577, x. 116 with any questions.

Sincerely,

THE CITY OF HAGERSTOWN

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How to apply for a Maryland State Sales and Use Tax License:

All businesses, regardless of whether incorporated or operating as a sole proprietor, are required have a Maryland Sales & Use tax account and may be required to collect Maryland state sales tax. The only exception is agricultural products sold by farmers, which are exempt from sales tax.

*To apply for a Sales and Use tax account, visit the Maryland Comptroller’s Office, www.marylandtaxes.gov, click on the **SEARCH** field, and type **Maryland Combined Registration Online Application**; or phone 410-260-7980 or 800-638-2937.*

Your Sales and Use Tax license must be displayed at your booth.



**SATURDAY STREET FESTIVAL
SEPTEMBER 26, 2020**

**APPLICATION FORM
DEADLINE: JULY 1, 2020**

Name: _____

Business Name: _____

Email: _____ Telephone: _____

Address: _____

Maryland Sales & Use Tax #: _____

Website: _____

Social Media Accounts: _____

Check the category your products best fit into:

Bath & body

Packaged food/drink (not ready-to-eat); herbal
goods

Jewelry

Clothes / Accessories / Handbags

Knit/Crochet/Yarn

Ceramics

Toys/Children's Products

Glass

Housewares

Paper Goods/Stationery

Pet items

Wood

Artwork (2D and 3D)

Description of your business/products (if accepted, this will be used to promote your business):

List of ALL products you intend to sell:

Tell us about your packaging and how you work towards low-waste:

Price range of items: _____

Number of 10'x10' spaces requested: 1 2 3

**Payment (\$35 per 10' x 10' space until 5 pm or \$50/10' x 10' space until 8 pm) due upon acceptance and no later than August 15th*

Dimensions of canopy/tent: _____

** Vendors are required to bring their own tents, tables, and chairs. No equipment provided by Festival.*

Do you require electricity? Yes No If yes, # amps _____ and # of volts _____

**Electricity is extremely limited. There is the possibility that we will not be able to accept you if electricity requests exceed our ability to provide.*

Email the following with your application to kclark@hagerstownmd.org:

3 photographs of products (file name: "YOUR LAST NAME_YOUR BUSINESS NAME_#")

1 photograph of merchandise display (file name: "YOUR LAST NAME_YOUR BUSINESS NAME_#")

Ensure that the Hold Harmless Agreement on the following page is signed

**CITY OF HAGERSTOWN
AND
IMAGINE HAGERSTOWN STREET FESTIVAL
HOLD HARMLESS AGREEMENT**

Lessee/User: _____
Event/Use: Imagine Hagerstown Street Festival
Location: Unit Block of South Potomac Street, Hagerstown, MD
Dates of Use: September 26, 2020

The Lessee/User agrees that it shall indemnify the City of Hagerstown and Imagine Hagerstown Street Festival and hold harmless the City of Hagerstown and Imagine Hagerstown Street Festival against any and all fines, suits, claims, demands, expenses, actions, losses, alleged losses, or liabilities of whatsoever nature or kind incurred either directly or indirectly either in law or equity, paid, suffered or incurred as a result of the acts, activities, or omissions of the Lessee/User, its agents, servants, or employees, due to the operation and use of the premises. It is further agreed that the Lessee/User shall in addition to holding the City of Hagerstown and Imagine Hagerstown Street Festival harmless from any and all liabilities or damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend The City of Hagerstown and Imagine Hagerstown Street Festival at Lessee's/User's expense against any and all claims, suits, demands, of whatsoever nature or kind.

Lessee/User: _____

By (Signature and Title): _____

Street: _____

City, State, Zip: _____

Telephone: _____

Witness: _____

Date: _____

RETURN ENTIRE APPLICATION, HOLD HARMLESS AGREEMENT, 3 PRODUCT PHOTOS, and 1 DISPLAY PHOTO to:

Kitty Clark, Community Events Coordinator
14 N. Potomac St., Suite 200A
Hagerstown, MD 21740
kclark@hagerstownmd.org

or use the **SUBMIT BUTTON** below to send the application and email the photographs separately.

Deadline: JULY 1, 2020

**PLEASE DO NOT SEND ANY FEES AT THIS TIME.
IF ACCEPTED TO VEND, YOU WILL BE ASKED TO SEND A FEE AT THAT TIME TO SECURE YOUR BOOTH SPACE.**