



# Vendor Handbook

Baltimore County African American Cultural Festival, Inc.  
P.O. Box 5518, Towson, MD 21285  
Festival Hotline: (410) 635-4381  
Email: [vendors@aaculturalfestival.com](mailto:vendors@aaculturalfestival.com)  
Website: [www.aaculturalfestival.com](http://www.aaculturalfestival.com)

# Baltimore County African American Cultural Festival, Inc.

## Vendor Handbook

**\*\*PLEASE READ THIS HANDBOOK IN ITS ENTIRETY\*\***

Welcome to the Baltimore County African American Cultural Festival!

By following the rules and guidelines outlined in this Vendor Handbook, you help keep the Festival a vibrant, viable and enjoyable asset for the community to enjoy.

As a valued Festival vendor, you are responsible for informing yourself and your staff about following all applicable Festival rules, policies and regulations set forth in the Vendor Handbook as well as local, state and federal requirements.

All vendors are asked to comply with the rule, regulations and guidelines outlined by the Baltimore County African American Cultural Festival to remain in good standing.

Looking forward to a fantastic event and working with you!

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### VENDOR APPLICATION CHECKLIST

- Read the enclosed Rules, Regulations and Guidelines
- Complete the BCAACF Vendor Application
  - List products or services to be provided at Festival
  - Indicate if you need electricity
  - Indicate if you have a motorized vehicle
- *All Vendors:* Submit Certificate of Insurance with application
- *Food Vendors:* Complete Baltimore County Department of Health Temporary Food Service Facility Permit Application and Survey
- *Nonprofit Organizations:* Submit documentation of 501(c) (3) status with application
- To pay online: [paypal.me/aaculturalfestival](https://paypal.me/aaculturalfestival)
- If paying via check, make payable to: **BCAACF, Inc.**
- Mail payment to: BCAACF, Inc.  
P.O. Box 5518, Towson, MD 21285
- DO NOT FAX application – Faxed applications will NOT be accepted
- Early Bird deadline: Apply online or postmark application by May 31<sup>st</sup>



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### RULES, REGULATIONS AND GUIDELINES

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Baltimore County African American Cultural Festival, Inc. (BCAAFC, INC) will assume no responsibility for loss, injury or damage, or liability of any other kind, except as a result of BCAACF, INC's own negligence. The Sponsor/Exhibitor agrees to indemnify and hold harmless the Baltimore County African American Cultural Festival, Inc. and the 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 Exhibitor's participation in the Festival, and resulting from Exhibitor's negligence, including reasonable attorney's fees. Exhibitors are encouraged to remove all valuables from their booths after the close of the Festival on Saturday. The Baltimore County African American Cultural Festival, Inc., the Festival Committee and their officers, directors, employees and agents assume no liability for loss of or damage to exhibitor's property, except where such loss or damage is the result of BCAACF, INC's own negligence.

### EXHIBITOR

Agrees to comply with all Festival rules, regulations and guidelines as detailed in the enclosed FESTIVAL RULES, REGULATIONS & GUIDELINES.

### PROOF OF INSURANCE

A comprehensive general liability insurance for combined bodily injury and property damage with a minimum policy limit of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate, shall name Baltimore County Government, an additional insured on the policy as follows:

**Baltimore County, Maryland, a body corporate and politic Courthouse, 2nd Floor, 400 Washington Avenue, Towson, MD 21204** including but not limited to: Baltimore County African American Cultural Festival, Inc. its elected and appointed officials, employees, agents, volunteers and Baltimore County Office of Recreation and Parks, are hereby covered as additional insured with respect to liability arising out of the activities of the insured at the Baltimore County African American Cultural Festival.

### SPACES

10' X 14' (Arrangements must be made in advance for oversized vehicles). If your vehicle extends over 14', you must reserve 2 spaces (NO EXCEPTIONS). You must back up to curb and extend into street no deeper than 10'. Absolutely nothing may be placed on the curbs or sidewalks. This includes grills, pits and fryers. You must remain within the confines of your space. NO SOLICITATION IS ALLOWED ON THE FESTIVAL GROUNDS OUTSIDE OF YOUR DESIGNATED SPACE. Many areas are left open for handicapped and emergency purposes. You may not block any area other than your own.

### EXHIBIT TYPES

There can be no product changes or product line additions after an application is filed, without the written consent of the Festival Vendor Committee.

### UTILITIES

There are a limited number of spaces available with access to electricity. These spaces will be filled on a first come - first served basis. It is the responsibility of the vendor to make arrangements with a willing

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and accessible donor in the Festival area, if electricity or water is needed. THE FESTIVAL COMMITTEE WILL MAKE NO ACCOMMODATIONS ON THE DAY OF THE FESTIVAL.

### COMPLIANCE

Compliance with all local electrical codes is required. It is mandatory for those using electricity to contact Baltimore County at (410) 887-3960 between 8:00 a.m. and 9:00 a.m. Monday through Friday to ensure compliance to electrical codes. A master permit has been obtained by the Festival Committee for the event. All wires must be covered if run along the ground. If placed overhead, the minimum height will be 8 feet. An inspector will be on the Festival grounds the morning of the event. If any Exhibitor does not comply with the applicable codes, he/she will not be permitted to participate in the Festival.

### RAIN DATE INSTRUCTIONS

The Baltimore County African American Cultural Festival reserves the right to hold the festival on the rain date at its sole discretion. No refunds will be made due to weather conditions.

### TRAFFIC AND PARKING

Area maps will be sent with final space assignment mailing. Please observe the one-way traffic restrictions on the designated streets. All parking garages (as identified on the map) will provide all day parking at a fixed special event rate. 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). NO MOTOR VEHICLES will be permitted to enter the Festival grounds after 8:00 a.m. on Saturday.

### FESTIVAL SIGN-IN & SET-UP

All exhibitors must report to designated check-in location which will be clearly marked. All exhibits must be set-up by 9:00 a.m. Exhibits not set-up by 9:00 a.m. may not be able to participate.

### END OF THE DAY CLOSING

ABSOLUTELY NO VEHICLES will be allowed into the Festival area before 6:30 p.m. on the day of the Festival. **All exhibitors must clear the area by 7:30 p.m. or be penalized with a \$100 fine.** Violators will be towed in order to allow the County and Festival workers to complete the cleaning of the Festival grounds. Exhibitors must clean up their spaces at the end of the day.

### SALES TAX

All exhibitors eligible to pay Maryland Sales Tax are required to take care of their obligations. For specific information contact: Maryland Sales & Use Tax Division, Special Events Section - Room 201, 301 West Preston Street, Baltimore, Maryland 21201. Telephone: (410) 225-6961.

### PERMITS

Have ready for presentation any permits required by law, e.g. food, sales tax license, electricity, etc. (if applicable).

### REST ROOMS

Spot-A-Pots will be on site.

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### SOUVENIR JOURNAL

Vendor applications received and approved within 30 days prior to the event date may appear in the Souvenir Journal. Free copies of the Souvenir Journal are available at the Festival Registration Table. Additional copies of the journal will also be delivered to your booth for distribution to the public.

### GENERAL

The Festival will be open from 10:00 a.m. to 6:00 p.m. on Saturday. Please have your confirmation letter with you the day of the Festival and display your space assignment card on your vehicle dashboard for entrance to the grounds. The Baltimore County African American Cultural Festival Committee their officers, directors, employees and agents will assume no responsibility for liabilities of any kind unless it is the result of BCAACF, INC.'s own negligence. The Applicant agrees to indemnify and hold harmless the Baltimore County African American Cultural Festival, their officers, directors, employees and agents from any and all property damages, personal injuries, etc. and related losses associated with Exhibitor's participation in the Festival and resulting from Exhibitor's negligence, including reasonable attorney's fees.

- **Covered Booths:** The applicant must provide unless applicant is a corporate sponsor. We suggest EZ-Up style tents. Other types of tents **must be approved prior to festival** day (send photo with application).
- **Table & Chairs:** The Festival **DOES NOT** provide and/or supply tables and chairs. (Only the exhibit type of "Corporate Vendor(s)" and "Sponsor(s)" will include tent set-up, tables and chairs).
- **Refundable Deposit:** A refundable deposit of **\$150.00** is required for vendors using deep fryers and grills. There will be grease bins available for vendors who use grease/oil. Vendors must dispose of their own grease in the bins provided. All food vendors using fry oil/grease are to provide ground cover inside their designated area for the absorption of grease where applicable. No food vendor using grease/oil will be allowed to open for business if the ground cover is not in place. Grease absorbent mats work the best. **No** grease/oil or grey matter is to be poured on the ground, in portable restrooms/spot-a-pots, restrooms or down any drain. Anyone found doing so and not properly disposing of their own grease in proper bins, will be fined \$1,000 and will be ordered to leave the event site. If ordered to vacate the site, vendor forfeits their space rental fee and no refunds will be provided. **Vendor's refundable deposit will be returned upon confirmation that grease has been adequately removed from festival site by the Vendor Committee.**
- **Food Vendors:** Must apply for a one-day Temporary Food Service Facility Permit no later than 21 days prior to event. For more information, call Baltimore County Environmental Health Services at (410) 887-3663.
- **No-Show Policy:** Vendor understands and agrees that a 'no-show' 1-hour before the festival opens on event day, will result in forfeiture of the rental space and fee.
- **Late Fee:** A \$75.00 late registration fee will be added to all Vendor Applications sent on or after the stated application deadline.
- **No Amplified Music Allowed:** Absolutely no selling of Bootleg DVDs, CDs, or VHS to be sold on Festival premises.
- **Community Based Organizations:** Agencies, foundations, or groups that provide services, information, programs, counseling or products that empower or enhance the community at free or reduced rates. You must include a copy of your current your 501 (c) (3) status along with your application.