

## Sandy Spring Museum 2020 Strawberry Festival Arts & Craft Vendor Terms and Conditions

- 1. All vendors must register for both days. You must attend the entire day on both days. Vendors may not open late or leave early. You will not be permitted to bring a vehicle on the property outside of setup and take down hours.**
- 2. Registration fees are non-refundable.**
- 3. Right of Refusal**  
All items sold or displayed at the festival reflect the Museum's image. No obscene or lewd items will be accepted. The museum staff holds the right of refusal of applicants at their discretion. However if you are not accepted to participate, your registration fee will be refunded.
- 4. Vendor Tax and Licensing Guidelines**  
Vendors must comply with the State of Maryland tax laws.
- 5. Insurance**  
Each vendor must supply a Certificate of Insurance (COI) naming Sandy Spring Museum as additional insured. Your insurance agent or company should be able to provide this free of charge. Adding "additionally insured" status states that Sandy Spring Museum would be protected if the need to submit a claim arises. This should be added by your agent or company. If you do not have an agent and would like to connect with one, we recommend Garrett Trout with Saratoga Insurance Brokers at [GarrettT@sarabrokers.com](mailto:GarrettT@sarabrokers.com) or 410-781-6396 x 9231. COIs must be submitted to Sandy Spring Museum no later than 30 days before the first day of the event (May 6). COIs may be submitted via email to [strawberryfestival@sandyspringmuseum.org](mailto:strawberryfestival@sandyspringmuseum.org) or mailed to the address at the top of this page.
- 6. Equipment**  
**All exhibitors** must supply their own tables, chairs and canopies/tents. Outdoor vendors are welcome to set up canopies/tents but are not required to.  
**For outside exhibitors only:** Vendors are advised to bring along shims, or blocks of wood to level out the tables, since most of the grounds are not completely level. All tents and canopies should be secured to the ground using weights/sand bags in case of windy weather.

**7. Placement**

**All applications must be submitted online.** Vendors apply for a specific booth location from the available spots on a first-come, first-serve basis. The Museum does not hold spaces for any vendors. Premium spots are offered at a higher rate. Once a vendor chooses and submits the application and payment for a spot, that spot then becomes reserved and unavailable to other vendors. The listing of vendors will be updated as spots become reserved. In the event of an application rejection, that space will re-open for application. Vendors who have submitted an application and would like to move to a vacant space must contact staff via email at [strawberryfestival@sandyspringmuseum.org](mailto:strawberryfestival@sandyspringmuseum.org). Emails will be returned as staff is available. Moving requests are not guaranteed to be granted. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.

**8. Vendor Station Set Up**

Load-in times each day are as follows:

Friday: 3:00 pm – 7:30 pm

Saturday: 7:15 am – 9:00 am

Sunday: 8:30 am – 10:00 am

**Cars must be off of the festival grounds by 9:00 am on Saturday and by 10:00 am on Sunday. There are no exceptions.**

**9. Parking**

Parking is available directly across the street from the Sandy Spring Museum at Sherwood High School. All vehicles must be removed from the festival grounds immediately after unloading.

**10. Security**

**There will be an overnight security guard monitoring the grounds from the night of Saturday, June 6 from 8:30 pm – 7:30 am on Sunday, June 7. However Sandy Spring Museum is not liable for any lost or stolen property.** Vendors accept that if they choose to do so, they are responsible for obtaining their own liability insurance coverage for personal items.

**11. Weather Policy**

**Sandy Spring Museum is not liable if weather or conditions prevent the exhibitor from attending and fulfilling the contractual obligation as an exhibitor. The event is held rain or shine. Cancellation of the event will only occur if the Montgomery County Government declares a weather emergency that results in all county offices or activities being closed or cancelled.**

# SANDY SPRING



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[www.sandyspringmuseum.org](http://www.sandyspringmuseum.org)  
[strawberryfestival@sandyspringmuseum.org](mailto:strawberryfestival@sandyspringmuseum.org)

## **12. Environmental Obligations**

All vendors are required to keep their rental space and surrounding area free and clear of all litter throughout AND at the end of the selling day, including debris that is not their own. You must remove all of your belongings on Sunday. Anything left on the site after Sunday, June 7 at 8 pm will be disposed of.

## **13. Acceptance of Publicity**

Photographs taken by staff or professional photographers of a vendor or vendor's display at the festival may be used in future programs or advertisements.