

Coastal Arts Market 2018 Vendor Rules & Guidelines

Thank you for participating in the Coastal Arts Market. The purpose of this monthly arts market is to bring quality handcrafted products to the people of St. Mary's County and our many visitors. We promote local artists and crafters and selling American made products.

Each artist and crafter are asked to submit via email 3 pictures of their original artwork and a picture of their studio, workshop, workspace, etc. Products sold at the Market must be the same or be equivalent to photographs submitted or vendor will be asked to leave and space fee will not be returned. We do this to ensure that the items sold from each vendor are handcrafted by the person applying for space and these pictures will be used on social media to promote you the artist.

No commercially manufactured products will be permitted.

This is not flea market or a yard sale.

Market fee is \$25 per 12ftX12ft space. Fees of \$25 per vendor will be collected for each monthly Market. Vendors will be asked to prepay for market date.

Showcase fee – The opportunity to be showcased in our social media advertising will be offered to each vendor for each market. Photographs of the vendor and his/her product will be taken during the Market and used for advertising for the upcoming month. A fee of \$10 per vendor will be collected for each showcase.

- 1. Advance Application REQUESTED – all vendors must apply and pay in advance; spaces are assigned on a first-come, first-serve basis;**
- 2. Booth APPROVAL – You will receive an email with your confirmation and Welcome to the Coastal Arts Market**
- 3. Vendors must be present – regular Market hours are 9am- 3pm; Set-up time is 7:30 to 9. All vendors will remain open until 3PM.**
- 4. Cordial & Welcoming – any vendor participating in our Coastal Arts Market event is expected to treat all visitors and staff with the utmost respect and**

consideration. We strive to create a warm and welcoming atmosphere for all visitors, regardless of age, race, religion, ability, gender, etc.

5. Permits & Sales Tax - all Vendors must secure the proper state and/or county permit(s). All vendors are responsible for collecting and paying their own Maryland 6% sales tax and have current sales tax ID number. Visit: www.marylandtaxes.com or call 410-260-7980/1-800-638-2938 for an application.

6. Booth fees are NON-refundable AND NON- transferable to another date. There is a returned check fee of \$35

7. All products sold, or materials distributed, at the Arts Market must be family-friendly. Any vendor selling products or distributing inappropriate materials will be immediately removed from the Arts Market and banned from future participation.

8. All vendors who wish to erect canopies (including tents and umbrellas) are required to have their canopies safely anchored. Approved weight systems include sand and water bags, or the like. The use of spikes or stakes to secure canopies is strictly forbidden. Vendors may not attach canopies to trees, signs, or shrubs.

9. Vendors must supply all their own equipment, including tables and chairs. No exceptions.

10. Sorry, but electric and/or water hook-up is not available.

11. Each vendor is responsible for removing ALL their own trash. This includes boxes, packaging materials, booth supplies and materials, crates, etc. In other words, any items you brought, you must take home.

12. Public restrooms are located in the small white building on the pier.

13. You are solely responsible for any injuries, accidents, or losses which may be sustained as a result of your vending operations at the Coastal Arts Market. The Coastal Arts Partnership have no responsibility for any accident or injury caused by your products or displays.