

# 44th Annual Towson Town Spring Festival

## CONDITIONS OF SHOW

DATE: **Saturday & Sunday April 30<sup>th</sup> & May 1<sup>st</sup>, 2011** (Rain Dates: May 7<sup>th</sup> & 8<sup>th</sup>, 2011)  
PLACE: Towson Courthouse Square & Surrounding Streets  
TIME: Saturday 10am to 7pm & Sunday 1pm to 7pm

**Registration Payment Deadlines:** (Complete payment **MUST** accompany application forms)

**February 1<sup>st</sup>:**

Final date for saving spaces for returning vendors with 2010 deposits. **Deposit is not deductible!**

**March 1<sup>st</sup>:**

Regular Registration ends. Applications postmarked after this date are subject to a \$35 *additional fee*.

All exhibitors fully registered before February 28<sup>th</sup> are listed in the Official Program Booklet, which is distributed at the Festival and inserted in the local newspaper, the *Towson Times*, in late April. You are also welcome to advertise in this program.

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### EVENT SPONSOR: Towson Chamber of Commerce, Inc.

**Indemnification:** *The exhibitor agrees to indemnify and hold harmless the Towson Chamber of Commerce Inc. and the Towson Spring 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 the Festival including reasonable attorney's fees, unless such loss or injury is directly or indirectly the result of negligence on the part of. Exhibitors are required to remove all valuables from their booths after the close of the Festival on Saturday. The Towson Chamber of Commerce Inc., the Towson Spring Festival Committee and their officers, directors, employees and agents assume no liability for loss of or damage to exhibitor's property.*

### Key Points

The Festival Committee reserves the right to restrict or refuse an applicant's participation if they exceed our limitations of a category, or for any other reasons deemed appropriate by the Festival Committee. In such a case, the application fee is refunded.

**Vendors must attend both days – otherwise they are in jeopardy of losing their prime location for the following year. In addition, those vendors not attending both days in 2011 will need to pay an additional \$100 security fee the following year. That additional \$100 is refunded on Festival Sunday 2012 after opening their booth.**

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**REFUNDS:** A completed application and payment is a commitment to show. No full refunds will be issued. Partial refunds will be given based on the number of days before the opening day of the show as follows:  
**January 30<sup>th</sup> – 80%   February 28<sup>th</sup> – 40%   March 15<sup>th</sup> - 20%   after March 16<sup>th</sup> – No Refunds.**

**APPLICANT:** Agrees to comply with all Festival regulations and guidelines as detailed in the *TOWSONTOWN SPRING FESTIVAL "Conditions of Show."*

**RAIN DATE:** Announcements will be made over radio stations 98 Rock, 101.9, The Bay, 104.3 & other local radio stations by **6pm on Friday, April 29<sup>th</sup>**, continuing throughout Saturday morning. You may also call 410-825-1150 for any up-to-date information. Our website may be checked for the most current information at [www.towsontownspringfestival.com](http://www.towsontownspringfestival.com).

If the rain date is announced on **Friday, April 29<sup>th</sup>** the Festival will be staged, as originally planned, on Saturday & Sunday of the following week, May 7<sup>th</sup> & 8<sup>th</sup>. If rain cancels **Sunday, May 1<sup>st</sup>** festivities, there is no rescheduling of that day's events. There are no refunds. *The Towson Spring Festival reserves the right to hold the festival on the rain date at its sole discretion. No refunds due to rain conditions.*

**SPACES:**

1. **All spaces are 10' X 14'** (Arrangements must be made in advance for oversized vehicles). If your vehicle & your merchandise extend over 14', you must reserve 2 spaces. **(NO EXCEPTIONS.)**
2. Vendor must back up to curb and **protrude into street no deeper than 10'**.
3. **Absolutely nothing** may be placed on the curbs or sidewalks.
4. You must remain within the confines of your space. **NO SOLICITATION IS ALLOWED ON THE FESTIVAL GROUNDS OUTSIDE OF YOUR DESIGNATED SPACE.** You may not sell products or give out information outside the confines of your 10' x14' space.
5. Many areas are vacant for handicapped and emergency purposes. You may not block any area other than your own.
6. Political candidates or parties may only have 4 workers plus the candidate in the space at any one time.

**TENTS:**

**(Optional):**

You may rent pop-up tents from the Festival. They are 10' X 10'. **We do not provide tables, electricity or water.**

Optional Tents: Our rentable tents are delivered to your space prior to your entering the Festival area & removed after the closing of the festival. Please contact your Block Captain immediately, if a tent you

ordered from us is not at your space when you arrive. Tacks, staples, nails or pins may not be used on the Tents. String or clips are acceptable attaching mechanisms. Restitution will be required for damages to any Tents.

**EXHIBIT TYPES:** **Product changes or product line additions**, after an application is filed, is prohibited without the written consent of the registration committee. All item prices must be clearly marked.

**TRAFFIC & PARKING:**

1. Area maps with your **final space assignment are mailed in April**. Please observe the one-way traffic restrictions on the designated streets.
2. All municipal parking garages (as identified on the map) provide all day parking for a \$5 fee each day. 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).

Please do not assume that oversized vehicle parking that was available in the past – will be available this year. The festival grounds have expanded. However, please give us a call at 410-825-1150 and we will try to accommodate your needs on a first come first served bases. You may not park **on any lots (private and public) on the festival grounds without permission from us or the Block Captain**. The Festival Committee, as well as property owners, has the right to have your vehicle towed.

**SET UP & TEAR DOWN:**

1. Set up begins anytime after 4 a.m. on Saturday morning however, any tents rented from the Festival Committee will not be in place at their space until 6:30am and no vendor vehicles are permitted to enter the Festival grounds after 8 a.m. Sunday morning set up begins at 9 a.m. and no vendor vehicles are permitted to enter Festival grounds after 11a.m. The streets officially close at 8 a.m. Saturday and 11a.m. Sunday. **No VEHICLES ARE PERMITTED TO MOVE AFTER THE STREETS AREA IS CLOSED.**
2. Vendors may drive to their space, unload quickly, move vehicle to parking garage and return to space to complete set up process.
3. Festival Committee Block Captains will be on duty Saturday from 6am - 8pm & Sunday from 9am - 8pm.

**END OF THE DAY CLOSING:**

**ALL SALES MUST END AT 7 P.M. on BOTH DAYS. If you have too many items to close down immediately, please bring tarps or bed sheets to cover your merchandise until the pedestrians leave!**

ABSOLUTELY NO VENDOR VEHICLES are permitted into the Festival area until all pedestrians are cleared from the streets (usually about 8:00 p.m. on both days of the Festival. No vehicles may move from their location at the festival until the Police give the “All clear of Pedestrians” announcement. The Festival Committee must wait for the signal from the Baltimore County Police.

Exhibitors must clean their assigned spaces at the end of each day. All exhibitors must clear the streets **as soon as possible** (after vendor vehicles are allowed on the grounds) on both days to allow the County and Festival workers to complete the cleaning of the Festival grounds.

**MARYLAND SALE TAX:**

1. All exhibitors eligible to pay Maryland Sales Tax are required to take care of their obligations.
2. For specific information please contact:  
Maryland Sales & Use Tax Division, Special Events Section - Room 201,  
301 West Preston Street, Baltimore, MD 21201, 410-767-6961

**REST ROOMS:**

Portable Restrooms are located in the Old Courthouse Plaza, near the Children's Play Area, The Sound Stage, & 98 Rock Beer Garden.

**PROGRAM BOOKS:**

Free copies of the Festival Program are available at the Festival Information Booth on the Corner of Washington & Pennsylvania Avenues. Additional copies of the Programs are also delivered to your space for distribution to the public. Please notify your Block Captain if you need more programs.

**GENERAL:**

1. The Festival is open for business 10am - 7pm on Saturday and 1pm -7pm on Sunday.
2. Please display your space assignment card on your vehicle dashboard for entrance to grounds.
3. The Applicant absolves the Towson Chamber of Commerce, Inc., the Towson Spring Festival Committee, their officers, directors, employees and agents of all responsibility for the protection of exhibitor booths and contents.
4. Illegally parked vehicles will be towed – (cost to you \$410)
5. **Water, Tables & Electric are not supplied!**

After receipt of your application information & ALL fees, the Festival committee will send information confirming your attendance. In April 2011, we will also send directions, assignment number and other pertinent information. Hope you join us. It will be great!

**Thank you!**

**Local hotels for reservations: Towson University Marriott: 410-324-8100; Sheraton Baltimore North, 410-321-7400 & Towson Place Hotel & Suites 410-823-4410**