

Spring in the Village/Art at the Furnace

Catoctin Furnace, Maryland

VENDOR GUIDELINES

Date & Time: Friday, May 6, 2016 **Set-Up** 1 p.m. – 5 p.m.
Rain or Shine Saturday, May 7, 2016 **Set-Up** 7 a.m. – 10 a.m. (*No Set-Up after 10 a.m.!*)
Sunday, May 8, 2016 **Festival Hours** 10 a.m. – 5 p.m.
Festival Hours noon – 5 p.m.

Registration Fee: The registration fee is **\$70.00** if remitted before January 1. The registration fee is \$90.00 if remitted after January 1. Make registration check payable to **CFA, Inc.**, or use PayPal. The registration fee must accompany the enclosed registration form and is non-refundable.

Sales Tax: Participating vendors are responsible for collecting and remitting Maryland (6%) sales tax. Names and addresses of participating vendors are required to be forwarded to the Comptroller of Maryland's office

Display Spaces: **All sites will be flat and easily assessable. Display spaces will be assigned by festival sponsors. Display spaces will be 10'x10' in size, and will be arranged in clusters. Most display sites are outdoors.** There are several spaces available within historic structures. Festival sponsors will attempt to accommodate advance requests for special space requirements.

Weather Protection Tent coverage is not available; therefore, **vendors must supply their own protection against rain, wind, and sun.**

Security: **Security in vendor area is arranged for Friday & Saturday nights.**

Tables & Chairs: NOT provided. Vendors must supply their own display tables and chairs.

Electricity: Electricity will be limited to vendors demonstrating their craft e.g. potter's wheel, upon request and availability.

Camping: For campsite inquiries, please contact Cunningham Falls State Park at 301-271-7574.

Display Items: **Only hand-made items may be displayed or offered for sale.** Art items with a nature-based and/or historic theme are preferred. **Mass-produced and commercially produced items are strictly prohibited.**

Parking, Set-Up and Tear-Down: **Vendors will Check-in at the Furnace parking lot to receive their location. After acquiring site location, Vendors should proceed to unload and immediately park vehicles where directed, before setting up. Volunteers will assist with parking. Hand carts are strongly recommended.**

Vendors may not leave the festival area before 5 p.m. on Saturday or Sunday.

Loss & Damage: Participating vendors agree to hold the Volunteers of Cunningham Falls State Park, Harriet Chapel, Rocko Meats, CFA, the Catoctin Furnace Historical Society, and the State of Maryland harmless for loss or damage of merchandise due to weather, theft, fire, negligence or any other reason. Vendors are responsible for securing their own insurance.

TO REGISTER: COMPLETE ENCLOSED REGISTRATION FORM, SIGN & RETURN WITH FEE BY JANUARY 1 TO:

Catoctin Forest Alliance, P.O. Box 411, Thurmont, MD 21788

Spring in the Village/Art at the Furnace

REGISTRATION FORM FOR PARTICIPATING VENDORS

CATOCTIN FURNACE, MARYLAND: MAY 7 & 8, 2016

PLEASE COMPLETE FORM AND SUBMIT TO

Catoctin Forest Alliance, P.O. Box 411, Thurmont, MD 21788

(For information, contact: 301-271-7574 or ecomer@catoctinfurnace.org)

NAME OF ARTIST _____

BUSINESS NAME (If not same as above) _____

ART FORM _____

ADDRESS _____

TELEPHONE & CELL PHONE _____

EMAIL ADDRESS _____

- I must bring my own tables, chairs, and display coverage.
- *Each vendor should go to the Furnace parking lot to get their assigned space and a parking pass.*
- I request an indoor space within a historic structure.
- I will need more than one side to access my display (These spaces are limited and will be available on a first come first served basis) YES NO N/A.

Special space requirements or requests: _____

- I will donate an item to the Silent Auction to benefit the restoration of historic Catoctin Furnace (a 501(c) 3 organization).
Minimum bid **50% of the items value**: \$_____
- **Registration fee of \$70.00 (before January 1) or \$90.00 (after January 1) for a 10x10 space. \$140.00 (before January 1) or \$160.00 (after January 1) for a 10x20 space. Make checks payable to Catoctin Forest Alliance. I understand that this fee is not refundable.**

CERTIFICATION: By signing below, I certify that I have read and understand the enclosed *Guidelines for Participating Vendors* for the 2016 Spring in the Village/Art at the Furnace event and agree to all terms and conditions.

SIGNATURE _____ **DATE** _____

Please Return Registration Form & Fee by January 1 to:

Catoctin Forest Alliance, P.O. Box 411, Thurmont, MD 21788