

INTERNATIONAL FESTIVAL 2009



CELEBRATING ONE BALTIMORE!

August 1 & 2, 2009

**Poly/Western High School Complex Fields
1400 W. Coldspring Lane at Falls Road**

PLEASE FILL OUT AND RETURN TO:

INTERNATIONAL FESTIVAL
c/o: Alvin Gillard, Co-Chair
10 N. Calvert Street, Suite 915
Baltimore, Maryland 21202
(410) 396-3141 ~ Fax (410) 244-0176
Alvin.Gillard@baltimorecity.gov

**Food Permit Application Attached for your convenience – to be submitted
directly to the Health Department**

**INTERNATIONAL FESTIVAL
Poly/Western High School Complex
1400 W. Coldspring Lane at Falls Road
August 1 & 2, 2009**

Application for Vendor Space

Name _____

Address _____

Name of Contact Person _____

Telephones: Business _____ Home _____

Cell _____ Fax _____

Email _____

Use of Space: Check One

Food Arts & Crafts/Clothes Information Display

Circle your choice of Booth or Space size:

PLEASE NOTE VENDORS ARE ENCOURAGED TO USE THEIR OWN TENTS.
THERE ARE ONLY A LIMINTED NUMBER OF 8 X 8 BOOTHS AVAILABLE

<u>BOOTH</u>
Non-profit 8 x 8 Booth - \$150
8 x 8 Booth - \$325
8x16 Booth - \$425

OR

<u>SPACE</u>
10 x 10 Space - \$375
Non-Profit 10 x 10 Space - \$150

Note: "Space" indicates you will not receive a booth. This is for vendors who provide their own tent. Also, please note that the Festival does not provide tables and/or chairs under any circumstance.

Describe in detail all items to be sold in your booth or space (i.e., type of food, novelty, crafts, etc.). Any item not listed cannot be sold by you. The above information is important to the "Committee for Booth Selection". All applications will be reviewed and processed by this committee.

This application is not a contract, unless it is approved by the Booth Committee, and it does not insure participation in the International Festival. Send money order or certified check with this application payable to "BALTIMORE CITY FOUNDATION". NO PERSONAL CHECKS WILL BE ACCEPTED.

Signed _____ Date _____

**INTERNATIONAL FESTIVAL
August 1 & 2, 2009**

PARTICIPATION CONTRACT

I _____ (hereinafter "Exhibitor") enters into this Agreement with the Committee of Baltimore (hereinafter "International Festival") and the parties covenant and agree as follows:

- A. Exhibitor hereby agrees to participate as a vendor in the International Festival 2009.
- B. International Festival hereby agrees to provide Exhibitor space for vending or exhibition in the exhibition area on the festival date of the exhibition or vending of:

Exhibitor's display shall be limited to items listed above.

- C. Exhibitor agrees to pay the amount of _____ for exhibition space payable by certified check or money order to "**BALTIMORE CITY FOUNDATION**" on or before July 11, 2009.
- D. Exhibitor hours at International Festival begin 7:00 a.m. Exhibitor agrees to install Exhibitor's equipment no later than 10:00 a.m. on Saturday, August 1, 2009. Exhibitor agrees to dismantle its display and move its property from the exhibition area no later than 11:00 p.m. on Sunday, August 2, 2009.
- E. Exhibitor understands and agrees that International Festival and its sponsors are not responsible for loss of, or damage to goods or property of Exhibitors or personal injury to the Exhibitors and/or its employees and Exhibitor, upon signing this Agreement expressly releases International Festival, the City of Baltimore, the Baltimore City Public School System, and its sponsors from all such claims.
- F. Exhibitor agrees to indemnify and save harmless the International Festival, the Maryland Stadium Authority and its members and employees; the Mayor, City Council, City employees; the Baltimore City Public School System and its employees, and the International Committee from any and all property damages, personal injuries and related losses, resulting from vendor's acts and/or omissions and agrees that claims are not limited to insurance coverage. Exhibitor shall obtain proper insurance coverage.
- G. Exhibitor agrees to abide by all instructions given by designated identified Committee members and vend only in the area assigned. **EXHIBITOR WARRANTS THAT IT WILL OBEY ALL RULES, REGULATIONS, AND LAWS OF THE STATE OF MARYLAND.**

**INTERNATIONAL FESTIVAL
Participation Contract Continued**

- H. **Exhibitor** agrees not to assign, sublet or share the whole or any part of its assigned space with anyone including any individuals, organizations or group but will maintain and operate said booth in his/her name as a sole vendor per Agreement.

- I. **Exhibitor** agrees to utilize only electrical receptacles provided. International Festival will not assume responsibility for any special electrical requirements that have not been received and approved in writing by July 11, 2009.

- J. **Exhibitor** agrees that any violations or regulations, which are hereby incorporated into this Agreement as attachment A, or provisions of this agreement occurring during International Festival will result in immediate termination of said Agreement and Exhibitor removal from the exhibition area. In case of vendor removal, all fees are forfeited.

- K. International Festival reserves the right and discretion to make location assignments of all exhibition space. Exhibitor understands and agrees that should it cancel space reserved under the Agreement, it is not entitled to a refund and that all fees are non-refundable. Exhibitor agrees to the terms of this Agreement consistent with the laws and courts of Maryland.

I understand and agree to all terms contained herein.

_____ Date _____
Exhibitor

_____ Phone _____
Address

International Festival Chairperson

INTERNATIONAL FESTIVAL
Attachment A
Vendor Regulations

1. Full Payment for each booth requested must accompany your application. Payment must be made by money order or certified check. No personal checks will be accepted. *Make checks payable to the Baltimore City Foundation.*
2. No application will be accepted after July 11, 2009. Payment in FULL for approved applications is due no later than July 11, 2009.
3. The vendor application, electrical specifications, vendor booth specification and food permit (where applicable) forms must be completed in order for your application to be processed. Booth and space assignments will be on a first come first served basis.
4. Festival hours are 12:00 noon until 9:00 p.m. Vendors can begin to set up as early as 7:00 a.m., and must have ALL VEHICLES REMOVED FROM FESTIVAL FIELD BY 10:00 A.M., and clear the grounds by 11:00 p.m. Festival Dates: Saturday and Sunday, August 1 & 2, 2009.
5. Vendors must vend in their assigned areas only. Vendors may not roam the grounds and sell from portable carries.
6. Vendors may not spread out from their assigned areas, blocking aisles or imposing on the space assigned another vendor.
7. Vendors must NOT sublet assigned space.
8. Vendors are prohibited from playing loud music or tapes.
9. No application will be approved if vendor still owes State Sales Taxes from a previous year, or has an outstanding balance due the International Festival.
10. Vendors are prohibited from performing their own electrical work.
11. Vendors are prohibited from plugging extension cords into electrical outlets of other booths.
12. Vendors must strictly adhere to their electrical specifications and equipment requested on the Electrical Requirements form.
13. Vendors who violate codes, rules and regulations or mandates specified by the International Festival, Executive Committee will be subject to penalties ranging from WARNINGS to EVICCTIONS from the festival grounds.

Alvin Gillard, Co-Chair

INTERNATIONAL FESTIVAL Vendor Booth Electrical Specifications

In order to ensure proper electrical set up for each vendor's booth, we are requiring each vendor to fill out the following information:

Please specify all equipment used for booth. Please name the type of equipment. Please detail the voltage, the amps/wattage and the phase for each time used. Be exact. If you do not request an outlet, you will not receive one.

The requested information is a requirement and is very crucial to proper set up. Electrical wiring will be provided according to the vendor's specifications. Any additional equipment brought to the event cannot be used and requests for additional power and/or outlets at time of event will not be honored. Maximum – 120 voltage outlet for each booth.

Note: The International Festival Committee assumes no responsibility for electrical requirements that have not been received with this agreement.

Vendor Name: _____ Booth/Space Size: _____

Signature: _____ Date: _____

Equipment	Voltage	Phase	AMPS/Wattage

Will you use butane? No _____ Yes _____ (if yes, you must bring Fire Extinguisher! – 2A-10BC rating)

Please send this information to:

Alvin Gillard, Co-Chair
International Festival
10 N. Calvert Street, Suite 915
Baltimore, Maryland 21202
(410) 396-3141 ~ (410) 244-0176 Fax

Checks are to be payable to: **BALTIMORE CITY FOUNDATION**

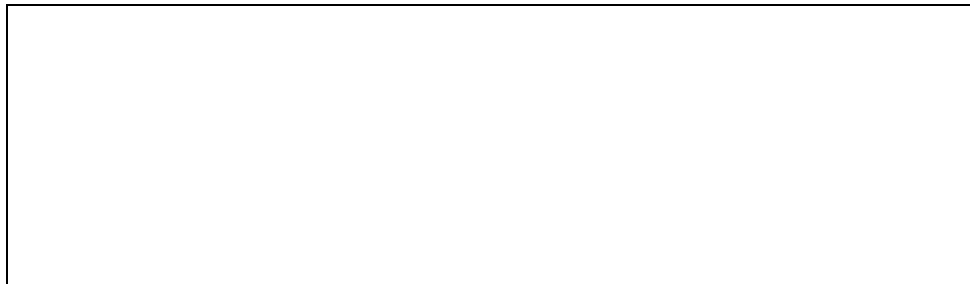
**INTERNATIONAL FESTIVAL
VENDOR BOOTH SPECIFICATIONS**

Following is a diagram of the booth that will be provided by the Committee. Please indicate how you want your booth set up. Check the box at the bottom of the page.

Booths cannot be dismantled or altered after they have been set up.



Front View (Closed Front)



Front View (Open Front)

PLEASE CHECK ONE:

- () Open Front - customers will be able to enter booth
- () Closed Front

Please furnish your booth sign or indicate size of tent you are using

Vendor Name: _____ Booth or Tent Size: _____

Signature: _____ Date: _____

**FOOD PERMITS
MUST BE OBTAINED DIRECTLY
FROM THE
HEALTH DEPARTMENT.**

**UPON ACCEPTANCE BY THE
FESTIVAL COMMITTEE, YOU WILL BE
MAILED AN APPROVAL LETTER,
WHICH YOU WILL NEED TO GET
YOUR FOOD PERMIT.**