



CELEBRATE. ENGAGE. UNITE.

FESTIVAL BOOTH/VENDOR CHECKLIST

WHERE/WHEN:

- WHERE: West Street. Block Between Calvert and Church Circle.
- WHEN: June 29th, 2019. Festival officially opens at 12:00pm. (Vendor Check in begins at 8:00am)

CHECKLIST:

- Space is limited, register ASAP!
- Once accepted please pay festival registration fee: \$75.00 for Non-Profit Organization. \$150 for Profit Company
- For On-Line credit card payments visit www.Annapolispride.org and follow the link to the "Pride & festival Resource Page". The payment options are at the bottom.
- Checks can be mailed to: Annapolis Pride at PO Box 4822, Annapolis MD 21403
(*please include "Registration fee for (your group name) for Parade and/or Vendor Booth in the memo line*)
- Have Participants sign the Participant Insurance Waiver.

THINGS TO KNOW:

1. **Tents:** Weights on tents and umbrellas: Exhibitors are responsible for providing their own tent, tables, chairs, and booth needs. Please be sure to have the proper weights on your tent (or umbrella). It is required that **each tent leg** or umbrella have at least 40 pounds of weight. Have extra weights on hand for days calling for windy conditions or thunderstorms. Tents without proper weights are a safety violation and if noticed you will be asked to take down your tent. Here is an article to help you select the best weight options for your tent. [Check it out by clicking here.](https://www.craftprofessional.com/tent-weights.html) (<https://www.craftprofessional.com/tent-weights.html>)
2. **Check-in/Start Time:** You can begin to check in and set up after 8:00 am. (check-in with security at the corner of West and Calvert Streets). The festival opens at 12:00pm

3. **Load-in:** Please note that the spaces for the 1st block of West Street exhibitors numbers 1-46 are on the left side of the street and numbers 46.5 and up are on the right side on the sidewalk. While unloading/loading on the 1st block of West Street you must park only on the right side of the street. All exhibitors must remove their vehicles by 11 am with the festival opening at 12pm. Spaces will be marked in chalk on the pavement.
4. **Breakdown** begins at 5:00 pm. Vehicles can re-enter festival areas after 5:20pm or whenever your tent is down and your items are fully packed, whichever is later. All exhibitor spaces must be cleared by 6:30 pm so that West Street can reopen to traffic.
5. **Clean-up:** Do not fill City trash cans. Please bring your own trash bags and take your trash with you. Please be responsible for the complete removal and disposal of all your trash.
6. **Parking:** There is a free parking garage at the Calvert Street Garage (19 St. Johns Street) on the corner of Calvert and Rowe Blvd. It's about 2 blocks from the festival. The Whitmore Parking Garage on Clay Street is right next to the Whitmore Park section of the festival and is free until 4pm and just \$2 after 4pm. Avoid bringing large trucks and trailers that will not fit in a parking garage as options are very limited for those larger vehicles and trailers. You may have to park out at the Navy stadium. Additional parking info is at Annapolis Parking info.
7. **Security:** If you have a question or concern during the festival. Please contact a security person. They are located at street ends along West Street.
8. **First Aid:** The Annapolis Pride booth will have a basic first aid kit for band aids and such. For serious matters 911 should be called.
9. **What to Bring:** Vendors must provide all supplies including tents, umbrellas, tables, chairs, duct tape, tent weights, etc.
10. **Food:** There are restaurants on West Street for lunch and snacks, please support our local businesses. Please have a plan to keep hydrated.
11. **Port-a-potties:** will be set up near Weisman Park on the 1st block of West Street. The Visitor Center, Gott's Court Garage and restaurant bathrooms are also available.
12. **Rain Day:** If the festival is canceled due to severe weather, it will be announced by 7:30am via email and on our website and Facebook pages.
13. **Sales:** Maryland Sales Tax or Traders License numbers are required by Maryland law to be posted on your tent. You are required by Maryland Law to collect and submit your Maryland sales tax. Info at www.marylandtaxes.com
14. **Lost and Found:** will be at the Annapolis Pride Booth. Turn in Items or direct people who lost stuff there.

15. **Insurance.** One day insurance may be required. If you have insurance questions, we have an insurance agent that is local and understands small businesses and start up businesses needs and challenges. He is willing to answer your insurance questions without obligation of charge. Just tell him you were referred by Annapolis Pride. Call or email Eddy Flynn at Moran Insurance 410.384.4886 eflynn@moraninsurance.com
16. **Day of Contact:** Your group leader will be provided with a contact for the day of the event.

FESITVAL/SHOW TIPS:

1. Remember some basic comfort items, it is likely to be warm this time of year: Water and cooler, for your volunteers, sunscreen, chairs, etc. A tent is recommended for the shade. Paper weights for pamphlets if it is windy. Sunscreen, etc.
2. Here is a great link with suggestions on how to be even more successful when doing art shows and festivals including 160 things to bring to a show, how to rock a show and how to increase sales at a show. [Click here to check them all out.](https://festivalnet.com/craft_show_tips?retBack=1) (https://festivalnet.com/craft_show_tips?retBack=1)
3. Here is an article to help you select the best weight options for your tent. [Check it out by clicking here.](https://www.craftprofessional.com/tent-weights.html) (https://www.craftprofessional.com/tent-weights.html)

HELP PROMOTE!

We appreciate you helping to promote the festival to your patrons and fellow artists and industry peers via your website, social media, Facebook, twitter, Instagram, email etc. If you are on Facebook please share and comment on our festival posts.

POSSIBLE UPDATE COMING

As we work with the city there may be minor changes to these requirements. If needed we will alert you in a timely manner.