

Carver Center Fall Craft Fair Vendor Participation Agreement

Event Date: Saturday, November 8, 2025

Thank you for your interest in participating in the **Carver Center Fall Craft Fair**, a **Town Craft Fair** event hosted by **Carver Center Foundation, Inc.** By submitting an application and purchasing a space, vendors agree to abide by the following terms and conditions:

1. Event Regulations

Appropriate Content

The event organizers reserve the right to refuse the exhibition of materials deemed inappropriate for a family-friendly, school-sponsored event.

Note: For events held on school property, the regulations of Baltimore County Public Schools prohibit alcohol or tobacco products on the premises.

Food Sales

Food products intended for consumption on-site are not permitted to be sold or offered as samples.

Handcrafted Items

All products must be handmade by the vendor. Mass-produced, buy/sell, or resale items are prohibited.

Exception: Approved items from direct-sales companies may be permitted.

Prohibited Items

Items such as flea market goods, candles (including votives), open flames, and electric cooking appliances (e.g., hot plates, griddles) are not permitted.

2. Space Allocation and Setup

- Booths are available in small (8'x6'), medium (10'x5') or large (10'x8') sizes. The longest side generally faces the aisle for visibility. Vendors may reserve up to two adjacent spaces.
- Vendors must bring their own tables, chairs, and displays. A limited number of tables and chairs may be rented in advance for an additional fee.
- Tents, canopies, EZ-Ups, or similar structures are not permitted.
- Spaces are assigned on a first-paid, first-confirmed basis.
- Submission of an application does not guarantee acceptance.

- Event organizers will confirm acceptance and space assignment via email after payment is processed.

Setup begins at 8:30 a.m. on event day. Vendors will receive detailed unloading instructions the week prior. Vehicles must be relocated to the designated parking area after unloading.

Vendors arriving after 10:30 a.m. may forfeit their space without refund and may be barred from future events.

Vendors must complete setup by 10:45 a.m. and remain fully set up until the event concludes at 3 p.m. Early breakdown is not permitted.

3. Event Conduct and Cleanup

- Booth boundaries will be marked (e.g., with painter's tape) and must be respected. All displays and materials must remain within the assigned space.
- Vendors are responsible for cleaning their space and vacating the premises by 5 p.m. No exceptions.
- Vendors must conduct themselves professionally and courteously toward attendees, fellow vendors, and event staff. Disruptive, disrespectful, or unsafe behavior may result in immediate dismissal and a ban from future events.

4. Cancellation and Refund Policy

Cancellations must be submitted via email before November 1, 2025. If the space is filled from the waiting list, 50% of the registration fee (minus processing fees) will be refunded after the event. No refunds will be issued for cancellations made after this date.

If the event is canceled by Baltimore County Public Schools or the school administration (e.g., inclement weather) and not rescheduled, registration fees will be refunded (minus processing fees).

5. Liability and Indemnification

- Vendors release, waive, and discharge Carver Center Foundation, Inc., event organizers Christine Hagan and Kimberly Levush (operating as Town Craft Fair), and their respective agents, volunteers, and officers from any liability, claims, or damages arising out of or in connection with participation in the Event.
- Vendors acknowledge the inherent risks of participating in a public event and assume full responsibility for any loss, damage, or injury, including theft, personal injury, or death, that may occur as a result of participation.
- Vendors agree to indemnify and hold harmless Carver Center Foundation, Inc., Town Craft Fair, and all associated agents, volunteers, and representatives from any loss,

liability, or costs, including reasonable legal fees, resulting from the vendor's participation in the Event.

- The Event does not provide insurance coverage for vendors. Vendors are strongly encouraged to review and maintain appropriate personal or business insurance coverage for their operations.

6. Communication

For inquiries regarding the event, contact the event coordinators at carver@towncraftfair.com. **Note: Do not contact the George Washington Carver Center for Arts and Technology or Carver Center Foundation, Inc., as they are not responsible for managing vendor communications or event logistics.**

By purchasing a space, vendors agree to all terms and conditions outlined above and acknowledge their understanding and voluntary acceptance of these requirements.

