

2024 Reisterstown Festival

Vendor Information, Rules, and Regulations

APPLICATION PROCESS:

- No registration is complete until both an application and payment are received. Approved vendors will receive an update email from EventHub when their registration is approved. Food vendors must submit all required insurance and health permits before registration is considered complete.
- Food vendors may secure their space with a partial, non refundable deposit. Please contact booths@reisterstownfest.com to discuss further.
- To ensure inclusion in the festival program, application and payment must be received by August 15, 2024.

VENDOR SPACE:

- Vendor spaces measure 14' x 10' and food vendor spaces measure 20' x 12'. All tents, tables, advertisements, etc. must fit within the allotted space.
- Vendors are responsible for supplying their own tent, tables, chairs, etc. Please be sure to anchor your tent with weights and/or staking. If you would like to rent tables and/or chairs from the Festival Committee, add these items during the application process.
- All vendors, including food vendors, are responsible for keeping their space clean and removing all trash from their space at tear down. Failure to remove trash may impact your ability to vend at a future Reisterstown Festival.
- No vehicles are permitted in vendor spaces except those directly serving customers.
- Location of each vendor space is at the discretion of the Festival Committee. Any requests for specific spaces should be included in your application (Notes section) and will be taken into consideration, but not guaranteed.
- Overnight patrolling security is provided Friday evening through tear down on Sunday. Vendors do not need to break down booths on Friday and/or Saturday evenings.
- All vendors, including food vendors, must supply their own source of electricity. No overnight hookup is available.

SET UP:

- Vendors may set up Friday from 4-8 pm and Saturday from 7-10 am. If you are setting up on Saturday, you **MUST** be in Hannah Moore Park by 8:15 am – after this time, roads are closed for the festival parade.
- Vendors will be directed to their spaces by Festival Committee staff and are permitted to have ONE vehicle at their space at a time (one in, one out policy). Please unload your vehicle immediately, then move your vehicle to the parking lot and return to your space to complete the setup process. Vehicles cannot remain parked on the field.
- Festival Committee staff will do our best to assist vendors during the setup process. Note that there is no guarantee staff will be available to help unload materials, setup spaces, etc. – please plan accordingly.

- In the case of inclement weather, the Festival Committee reserves the right to prohibit vendor vehicles on the field. Please plan accordingly so that you are able to transport and unload items without the assistance of vehicles.
- Parking passes will be handed out at setup. Vendors receive ONE parking pass for each space. Passes must be on your dash in order to park in the Vendor Parking area next to the field entrance. Additional vehicles will need to park in the general parking area.

TEAR DOWN:

- Vendors must stay open from 11 am-6 pm on Saturday and from 11 am-5 pm on Sunday.
- Vendor breakdown begins Sunday at 5 pm after the festival ends.
- Vendors are permitted to have ONE vehicle at their space at a time (one in, one out policy). Please pack up all your materials, equipment, etc. before bringing any vehicle onto the field. If you are scheduled to vend on Saturday only, no vehicles are allowed on the field until after 10 pm.
- Festival Committee staff will do our best to assist vendors in the tear down process. Note that there is no guarantee staff will be available to help you load or transport materials in a timely manner – please plan accordingly.
- In the case of inclement weather, the Festival Committee reserves the right to prohibit vendor vehicles on the field. Please plan accordingly so that you are able to load and transport items to the parking area without the assistance of vehicles.

PERMITS, INSURANCE, & SALES:

- Each vendor is responsible for obtaining their own permits, licenses, and/or liability insurance prior to the festival. Documents must be presented before vendor set up.
 - Certificates of Insurance should list “Baltimore County, MD, A Body Corporate and Politic, Historic Courthouse 2nd Floor, 400 Washington Ave, Towson, MD 21204” as a Certificate Holder.
 - Food Vendors must obtain all required Baltimore County Health Department permits. Requirements can be found [here](#).
- All vendors required to pay Maryland State Sales Tax must do so on an individual basis. For additional information contact the Comptroller of the Treasury, State of Maryland Retail Tax Division, at 410-767-1300.
- All item prices must be clearly marked and non-negotiable. Vendors may ONLY sell what is listed on their application—if you would like to add/edit items, you must reach out to the Festival Committee for approval prior to the festival.

FESTIVAL REGULATIONS:

- The Reisterstown Festival is a rain or shine festival. The Festival Committee reserves the right to suspend or cancel any or all of the Festival in the event of extreme weather creating unsafe conditions for the public. Refunds will not be issued for bad weather.
- Vendors **MAY NOT** sell or give away any beverages. This includes food vendors and sales of ice tea, lemonade, water, soda, or any other type of beverage. The Reisterstown Recreation Council has exclusive rights in selling all beverages at the Festival.

- NO alcoholic beverages are permitted on Festival grounds other than in the designated beer garden.
- No fundraising or raffles are permitted by vendors. The Reisterstown Recreation Council has exclusive rights in raffles.

As a vendor at the 2024 Reisterstown Festival, you agree to abide by the rules and regulations included above. Any vendor who fails to comply or who demonstrates inappropriate conduct towards Festival Committee staff will be asked to leave and will forfeit their registration fee.