



HERITAGE DAYS 2023

Display/Non-profit Guidelines

SATURDAY, SEPTEMBER 9 • 10AM-6PM & SUNDAY, SEPTEMBER 10 • 11AM-5PM

P.O. Box 984, Cumberland, MD 21501-0984 • 301-697-6676
www.heritagedaysfestival.com • email: info@heritagedaysfestival.com

- REGISTRATION FEE:** \$50/space - display/non-profit and not selling. \$75/space - display/not profit and selling.
Spaces are 10'x10', larger spaces require additional fees and approval.
Only items relating to your display may be sold. No food, drinks, or arts/crafts may be solid in display/non-profit booths.
Electric is not available for one day only.
- SET-UP:** Exhibitors will set up on assigned spaces as indicated on the brick areas. You are to furnish your equipment - covered tables, chairs, stands, etc. You may set up beginning at 5:30 pm on Friday, September 8.
Note: Vehicles may drive on only the dark brown fire bricks to unload at their space. Unload and then move your vehicle to another parking area. (Bring someone with you to watch your things while you park elsewhere, then return to set up.)
- INFORMATION & PROTECTION:** The main information booth is located in front of the courthouse on Washington Street. Please stop there on Saturday morning to pick up your information packet. While the area is patrolled at night, exhibitors are encouraged to remove items for their protection.
- SALES TAX:** All selling vendors are required to have a Maryland Sales Tax number. The Maryland Sales Tax Office will issue each exhibitor who does not already have an MD Tax Number a temporary license to collect sales tax. Each exhibitor is liable for the tax collected and will be furnished information concerning the method of remittance to the state. It is OUR responsibility to provide names and addresses to the tax office. It is the EXHIBITORS' responsibility to collect tax and send it to the tax office. Maryland's sales tax is 6%.
- TRADER'S LICENSE:** Anyone selling items they do not make or manufacture themselves is required to have a trader's license. Non-profit organizations are exempt. (See article 56, section 33A of the Annotated Code of Maryland.)
- DRESS CODE:** Regular clothing is acceptable, but we do hope you will join the festivities and dress appropriately for a family atmosphere.
- DEADLINES:** If you are a returning vendor and wish to remain in the same location, your application must be received by July 31, 2023. No applications will be considered after August 31, 2023.
- REFUNDS:** Refunds will be given to withdrawals prior to August 31, 2023 with a \$20 handling fee deducted. No refunds will be given after August 31, 2023.
- Not Permitted:** Passing the hat, soliciting or petitioning
Arts & Crafts booths and Display booths may NOT sell food except baked goods by special approval.
Beverages are sold only by food booths. Arts & Crafts booths and display booths are not permitted to sell drinks.
Beverages may not be given out for free without clearance by the festival committee.

INFORMATION: There will be an Info Booth located near the library/courthouse area for all participants. You must stop there on Saturday morning to pick up your information packet. Please display your booth number prominently.

SECURITY: The area will be patrolled at night, but exhibitors are encouraged to remove items for their own protection.

PHOTOS: Please send three photos – one of your booth, one of your product and one of your workshop area showing work in progress of your item(s) and booth. No new vendors will be accepted without photos. Photos may be sent digitally. Please note: photos will not be returned.

SALES TAX: Personnel from the Maryland Sales Tax Division will issue each exhibitor who does not already have a Maryland Tax Number, a temporary license to collect sales tax. The festival organizers are required to furnish names and address to the Maryland Sales Tax office. It is the responsibility of the vendor to collect sales tax and send it to the tax office. Maryland's sales tax is 6%.

TRADERS LICENSE: Artists and craftsmen are considered manufacturers and are not required to have a trader's license. If you sell your craft – and some other craftsmen's item(s) – you are then required to have a trader's license. (Article 56, Section 331, Annotated Code of Maryland)

NON-ARTS AND CRAFTS VENDORS: The Committee reserves the right to classify your product as commercial if it is not crafted by the individual applying and attending. A limited number of "commercial vendors" are admitted to the festival each year. Locations for such vendors are restricted and art at the discretion of the Heritage Days Committee. Fee is \$150 for 10'x10' space.

DRESS CODE: Regular clothing is acceptable, but we do hope you will dress appropriately, considering that the festival is held in a very historical residential section of town.

WE WILL NOT PERMIT: (1) "Passing the hat", soliciting or petitioning. Chances may be sold within your festival booth with prior approval of the Committee. You are responsible for abiding by all state laws concerning the selling of chances. (2) Arts and Crafts booths may not sell food excepted baked goods by special approval of the Coordinator. (3) Beverages are sold only by food booths.

DECORATION PRIZES: Special ribbons and cash prizes will be awarded for arts & crafts booth decorations. Grand Prize - \$100; Honorable Mention - \$50. Judging will take place on Saturday.

HOTEL/MOTEL/CAMPGROUND: Information is available at the Allegany County Visitors Bureau. Call 1-800-425-2067 or online at www.mdmountaininside.com

DEMONSTRATIONS: If you will be demonstrating your craft, please indicate on your application. Priority placement will be given to artists who demonstrate.

Retain this portion of the application for your reference.