



Vendor Details: *(please read carefully and acknowledge on the submission form)*

Venue Information: Holt Park & Center for the Arts is located at 34 Elmont Avenue, Baltimore, MD 21206 in Overlea, just off of Kenwood Avenue in Baltimore County. Holt Park is handicap accessible from the parking lot, at the main house and along the walkways at this writing.

Vendor liaison: Your contact for all vendor related questions and info is [Carol Stover](#). She will be on site when you arrive and will direct you to your space. Let her know by Monday August 7th if you require volunteers to assist you in unloading and transporting your items to your space. Other volunteers will be on site through the day to help you as needed.

Cost for spaces: The fee for all vendors accepted for ArtsFest is \$50.00 for the one-day event. Double spaces are available at \$100.00 per space. Vendor fees may be paid by Venmo, credit card or by check. Fees are payable upon acceptance notification and should be made by Friday June 16th, 2023. If timely payment is not made, your space may be released to another vendor. Certain service-oriented non-profits may be exempt from vendor payment; [contact us](#) for more info.

Space info: Vendor spaces are roughly 10' x 10' and 10' x 20'. Spaces will be assigned according to best arrangement of vendors for product variety and aesthetic. Please notify us upon acceptance if you have special requirements or preferences; we will do our best but cannot guarantee special placement unless you have disability needs. The event is outdoors in a park, so electricity is not available. Spaces will be set up on the grass along the park walkways.

We provide 1 or 2 chairs to each vendor as needed, but we DO NOT provide tables or tents. (Sorry, but Baltimore County only has so many tables that are available to us.) You may bring your own tent if you wish. Tables should be covered by a cloth or covering of some kind and have signage with your logo, name or business clearly indicated. Vendors may bring in additional display items such as pedestals, display panels, draping materials, etc. as long as they fit within the space allotted.

Similarity of items submitted: Vendors must bring and set up items that are very similar or identical in nature and quality to the images submitted for vendor selection.

Vendor category competition: We attempt as much as possible to avoid competition among vendors to ensure that everyone has a successful show. We may accept several vendors with similar products as long as their style and approach are different.

Family-friendly requirement: Overlea ArtsFest is attended by families and small children, so all vendor items and displays must be suitable for a family atmosphere. No depictions of nudity, profanity or violence will be allowed.

Parking: Parking is very limited at Holt Park, and vendors are restricted to 1 vehicle per vendor space, whether single or double. Carpooling and drop-off are encouraged. Volunteers will direct you to an area designated for vendor parking.

Setup time: Setup for vendors is Saturday August 12th between 9 AM and 11 AM, and **must be completed by 11 AM**. If your setup requires more time, we may be able to arrange an earlier setup time. Contact [Carol Stover](#) for info.

Breakdown time: Vendors must remain on site for the duration of the ArtsFest, and displays must stay intact until the close of the show at 5 PM. No early breakdowns will be allowed. Violation of this will result in the vendor not being eligible to participate in future ArtsFest events. ArtsFest volunteers are available to watch vendor tables to allow vendors to take breaks. After 5 PM, vendors may move their vehicles back into the parking lots in order to load out. Breakdown should be completed and all items removed from the park premises and parking areas by 6:00 PM. Do not leave any trash or discarded items in your space for others to clean up.

Liability: Vendors must secure and monitor their displays properly to avoid damage to their merchandise, and loss or damage to their personal items. Overlea ArtsFest, Inc., Holt Park & Center for the Arts and Baltimore County will not be held responsible for lost or damaged merchandise or personal items due to negligence on the part of the vendor(s) or event attendees. Vendors should carry their own insurance against loss or damage.

Sales: Vendors are responsible for their own sales and transactions. Overlea ArtsFest, Inc. does NOT take any percentage of a vendor's sales.

Appearance of Vendor Spaces: Vendors must maintain a neat appearance for their space at all times during the festival. Please store all personal items under the table out of sight, and secure them safely. Please respect your neighboring vendors and the safety of attendees, and keep spaces between vendors open and clear.

Food & Drinks: Coffee and snacks will be provided at no charge to all vendors in the morning before the show opens. Vendors may have food items at their booths, but are asked to keep them out of sight and to maintain a clean space. Lunch food and drinks will be available for purchase. Please use the trash receptacles provided throughout the park.

Media Release for the Event: Overlea ArtsFest will be covered and promoted by various media including photography, videography and social media. Participation in the ArtsFest in any way indicates consent to have your image, likeness, voice, artwork, products and performances recorded and distributed on websites, social media, TV and print media, by Overlea ArtsFest, Holt Park & Center for the Arts, by our event photographers, and by local TV, radio or print media organizations.

Promotion: Vendors are encouraged to promote their appearance at the Overlea ArtsFest by inviting friends, clients, associates and those on their e-mailing lists. A complete Press Kit will be provided for you upon acceptance, which includes the Event Flyer, the official Press Release and parking info. Please distribute these to your contacts. If you notify any members of the media about the event and invite them to attend, please inform us so that we may include them on our media list at the door. We encourage you to make social media posts throughout the day, and check our website for updated info. Our official media outlets are:

- <https://overleaartsfest.org/>
- <https://www.facebook.com/OverleaArtsFest>
- <https://www.instagram.com/overleaartsfest/>