



Artist & Crafts Vendor Details for ArtsFest 2024

SATURDAY AUGUST 10th, 2024 - 10 am til 5 pm

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 current contact for all vendor related questions and info is [Carol Stover](#). She and other volunteers will be on site when you arrive to direct you to your space. Let her know by August 1st 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: This year, the space fees to exhibit and vend at ArtsFest are tiered by location as well as size. Single Spaces are \$65.00 for a space near the art tents (Pond Path) and \$80.00 for a space closer to the main entrance (Garden Path). Double Spaces are \$130.00 for a space near the art tents and \$170.00 for a space near the main entrance. Vendor fees may be paid by Venmo, credit card or by check (*see Space Info below*). Fees are payable upon acceptance notification and should be made no later than July 1st, 2024. If timely payment is not made, your space may be released to another vendor.

Space info: Vendor spaces are roughly 10' x 10' for single and 10' x 20' for double. Vendors can now go online to our Eventeny software platform to choose their exact space and pay their vendor fee. * Vendors may also use Eventeny to upload photos and info about their products and even pre-sell their inventory before the event, by sending a special link to their customer base and promoting it on their social media*. If you do not choose your space through our platform, we will assign your space for you according to best arrangement of exhibitors for product variety and aesthetic. Please indicate on the application form 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. You are welcome to visit the park to see the areas where vendor spaces will be set up; [contact us](#) to arrange a time to meet us there.

We require all vendors to have some type of tent to cover their space. We will 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 and tents that are available to us.*) 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 identical or very similar 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 & Shuttle Service: Parking is very limited at Holt Park, so we have arranged for a professional shuttle service to assist vendors and attendees in transporting to and from the event location. The shuttle pick-up and drop-off point is at Overlea High School, 5401 Kenwood Ave., Baltimore, MD 21206. The shuttle begins at 8 AM, and will make the circuit every 15 minutes during peak times (or until it's full), and will run all day until 6 PM. Vendors can go directly to the pick-up point at Overlea High School when they arrive in the morning, and the shuttle personnel will assist you in loading your items. If you have a helper with you for the day, you can drop off a load at Holt Park for your helper to begin setup, and then drive your vehicle over to the high school for a ride back to the park. No vendor vehicles may remain in Holt Park parking areas. There is no charge to vendors for their use of the shuttle. Let your customers know that the shuttle will make things much easier for them with parking.

Setup time: Setup for vendors is between 8 AM and 10 AM. By 10 AM, the main portion of your setup must be completed, your vehicle must be parked at the shuttle drop-off point, and you must be at your booth. You can fine-tune your setup between 10 AM and 10:30 AM. If your setup requires more time, we may be able to arrange an earlier setup time; [contact us](#) for more info. Baltimore County is now requiring all events on their properties to begin their events at 10:00 am for consistency, so we must also comply.

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, or simply pack your items into the shuttle to depart. Please utilize the shuttle as much as possible at the end of the day to avoid a big jam in the small parking areas. 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. If you need assistance in packing up and vacating by 6 PM, or if you need a later departure time, let us know and we will assign volunteers to help you.

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 must 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 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 from the food trucks and the wine & beer tent. 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 your consent to have your image, likeness, voice, artwork, products and performances recorded and distributed on websites, social media, broadcast or cable media and print media, by Overlea ArtsFest, Holt Park & Center for the Arts, Baltimore County, by our event photographers/videographers, 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. If everyone promotes their appearance heavily, it means a more successful event for all of you. A complete Press Kit will be provided for you several weeks prior to the event, which includes the final Event Flyer, the official Press Release and a file

containing the promo video for the event. 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:

- Website - <https://overleaartsfest.org>
- Facebook - <https://www.facebook.com/OverleaArtsFest>
- Instagram - @overleaartsfest

Thank you, and have a successful event!

The Overlea ArtsFest Board