

2024 Maryland Alpacas and Fleece Festival
Vendor Rules and Regulations

Venue Information:

1. The Festival is held at the Howard County Fairgrounds 2210 Fairground Road West Friendship, MD 21794.
2. Product booths may be indoors in buildings or outdoors in barns. Not all indoor spaces are heated. No space heaters are allowed in the barns. Propane heaters are not permitted in any building or barn. Heat lamps are allowed in barns.
3. Animal pens are in barns only. No products may be sold at animal pens.
4. The Festival will proceed rain or shine.
5. Electricity is available, but limited in all buildings and barns. There is no charge for electricity. Bring your own extension cords and be prepared to share outlets with other vendors.
6. No pets are allowed on the Fairgrounds per Howard County Fairgrounds regulations. Service animals are permitted.
7. All livestock entering the fairgrounds must comply with 2024 MARYLAND ANIMAL HEALTH FAIR AND SHOW REQUIREMENTS located at MDA Website: <http://mda.maryland.gov/AnimalHealth/Pages/default.aspx>. A veterinarian will be on hand to check documents.
8. Vendors must provide their own tables and chairs. Vendors bringing livestock must provide their own panels, food, and other supplies.
9. Parking for vendors is at the back of the parking lot. Leave the good spots for your customers. Trailers must be parked on the fence line near I-70.
10. The Fairgrounds requires all vendors' merchandise, tables, chairs, etc be contained within the Vendors' booth with aisles and walkways remaining clear. Both Maryland State and Howard County fire regulations must be followed the entire weekend, otherwise you may be asked to leave immediately.
11. In the barns the entrance way for the space behind vendors booths must stay open for other vendors to have access to the space behind their booths.

General Rules:

1. The Festival will be open from 9:00 a.m. to 4:00 p.m. on Saturday and Sunday Nov 9 & 10, 2024. Vendors are required to be open during the entire festival.
2. Vendors with fiber products and fiber related items will be given priority consideration. A few vendors with non-fiber related items will be considered/accepted. Vendors misrepresenting their product may be barred from future festivals. No independent consultants will be accepted.
3. Vendors, who sell products wholesale, may sell those products, but only at their published retail price.
4. New vendors must submit 2 photos of their product and 1 photo of their booth with their application. The photos should include a representative sample of the type of items to be displayed and sold.
5. Refunds may be provided if the Festival committee fills the space before the application deadline. Cancellations after the deadline are non-refundable.
6. Vendors are responsible for collecting and reporting Maryland Sales tax. Temporary tax IDs are issued by the Maryland Sales & Use Tax Division based on the list of vendors provided to the Sales and Tax Division before the event.
7. The MABA Board of Directors reserves the right to bar any vendor who does NOT comply with these regulations from future MABA events.

2024 Maryland Alpacas and Fleece Festival
Vendor Rules and Regulations

8. Space is leased with the understanding that the Exhibitor will hold MABA harmless from any and/or all liability which may result from any cause whatsoever.
9. All vendors are required to donate an item valued at least \$25 for the raffle. Proceeds support the Festival's operating costs as well as advertising your booth.
10. All festival participants will be listed (business name, product description, email and/or website) on the festival website at no charge.
11. If you purchase a sponsorship or an advertisement in the festival booklet, please include your advertisement or business card in electronic format and send to: festival@marylandalpacas.org before Sept 1, 2024. Ads received after this date may not appear in the booklet. No refund will be given.
12. Security will be provided Friday and Saturday nights.

Booth Assignment:

1. Application deadline for vendors is May 31, 2024. Vendors may apply after that date, but the booth cost will increase by \$25.
2. Spaces will be assigned with the returning alpaca farms, small farms, and MABA members receiving priority. Others will be assigned on a first come/first serve basis once an application and full payment has been received. All due consideration regarding vendor booth requests will be accorded. However, the Festival committee reserves the right to make final space assignments.
3. All indoor vendors are limited to 2 booths. Outdoor/barn vendors are limited to 4 spaces, including 1 animal pen.
4. Due to space limitations in the heated buildings, returning vendors are limited to the number of booths they held previously. New vendors are limited to 1 booth in those buildings.
5. Vendors who have been assigned space, but find they cannot attend the Festival should notify Joy Wingert immediately via email, festival@marylandalpacas.org.

Setup and Breakdown:

1. Setup will be on Friday Nov 8, 2024 from 1 pm to dark and Saturday Nov 9, 2024 6 am to 8:30 am. Vendors arriving earlier than 1 pm on Friday are not permitted to unload or setup.
2. Vehicles may be parked next to the buildings and inside the barns for unloading and loading purposes only. Do not block the doorways or paths into the buildings. Please unload your vehicles as quickly as possible and move them to the parking lot before setting up your booth.
3. All animals must be vet checked before they are allowed on the fairground. The vet will be available from 2 pm to 4 pm on Friday and from 7 am to 9 am on Saturday.
4. Breakdown may not begin until 4 pm on Sunday. Do not move your vehicles from the parking lot until your booth is broken down and you are ready to load it. Please clear the fairgrounds by 6:30 pm Sunday. 4H youth and parents are available to assist if you need help.
5. Sunday evening all vendors are expected to leave their booth areas broom clean before leaving the fairgrounds. Place all trash in or by the trash cans provided. Animal waste goes on the dump trailer located on the East side of barns 3 and 4.