

36<sup>th</sup> Annual Catonsville  
Arts & Crafts  
Festival

Sunday, September 13, 2009  
10:00 a.m. to 5:00 p.m.

Village of Catonsville  
Frederick Road between Bloomsbury & Melvin Avenues

Artists & Crafters \* Music \* Food \* KidZone

*Presented by:*

*Greater*  
**CATONSVILLE**  
*Chamber of Commerce*



For more information, call 410-719-9609.  
Visit our website at [www.catonsville.org](http://www.catonsville.org), click events



2009 Catonsville Arts and Crafts Festival

Crafter Registration Form

Please complete the form and mail to the following:
Greater Catonsville Chamber of Commerce
P.O. Box 21100, Catonsville, MD 21228

Space #

Supplied by
Festival Committee

Name: (PLEASE PRINT) Organization/Company:
Address: City/State/Zip:
Telephone: Fax E-Mail:
For Profit Nonprofit Any special circumstances?

I/We will display the following JUDGED items: YOU
MUST SUBMIT PICTURES, INSURANCE COVERAGE & A SELF-ADDRESSED STAMPED ENVELOPE OR YOUR APPLICATION WILL
BE RETURNED

Please reserve spaces. Space preference, if any: Total Space Cost: \$

Number of Vendor Parking Passes: Signature:

By signing this form, you agree to abide by the rules and regulations of the Catonsville Arts & Crafts Festival.



Complete the following section ONLY if you wish to enter an item for judging !

JUDGING

- 1. Each space may enter one item for judging in one of the categories below.
2. Judging will take place between 11:00 a.m. and 12:30 p.m. Items to be judged MUST be in place by 11:00 a.m. or judging of
the item will not occur.
3. Please specify category and item to be judged
4. On the day of the Festival, please place the judging card you receive next to the item to be judged.
5. First, second, and third places will be awarded in each category. Winners of each category will be announced and awards will
be presented after 1:00 p.m.

Exhibit Categories for Judging
Check applicable category

Form with checkboxes for categories: Fine Arts, Decorative Art, Needlecraft, Jewelry Making, Woodworking, Ceramics/Clay/Pottery, Floral Arranging, Baked Goods, Miscellaneous (Basket Weaving, Clothing, Candle Making, Furniture, Stained Glass, Garden/Landscape Items, Other) and corresponding item lines.

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Greater Catonsville Chamber of Commerce

P.O. Box 21100, Catonsville, MD 21228

410-719-9609 [www.Catonsville.org](http://www.Catonsville.org)

*The Festival will be held from 10:00 a.m. to 5:00 p.m. on Frederick Road, between Bloomsbury Avenue and Melvin Avenue, in the heart of Catonsville (Exit #13, \_ mile west of the I-695 Beltway)*

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## Rules and Regulations

### Payment/Registration Policy:

1. An Insurance Form (see insert), a photograph representative of your display items, exhibitor fee, and a self-addressed stamped envelope must accompany a completed application. Your photograph will be returned with your confirmation package. Please remember – extra postage may be necessary on your self-addressed envelope. **IF ALL OF THE REQUIRED ITEMS ARE NOT SUBMITTED, YOUR APPLICATION WILL NOT BE CONSIDERED.**
2. Payment must be made in the form of a check or money order payable to GCCC. All payments must be made according to the schedule listed below.
3. **Spaces will be filled on a first come, first serve basis. Get your registration in early.**
4. The deadline for inclusion in the Festival Program Book is **July 31, 2009**
5. **NO REFUNDS** – unless the Festival is 100% sold out.

### Assignment of Exhibit Space:

Spaces will be assigned with due consideration to exhibitors' specific requests; however, the Chamber of Commerce reserves the right to make final space assignments.

### Reassignment of Exhibit Space:

Exhibitors may not permit other exhibitors to use their space, or any part thereof, without express written permission of the Greater Catonsville Chamber of Commerce.

### Exhibitor Space Dimensions and Fee Schedule:

1. Single space size is 12' wide x 10' deep.
2. Tents/canopies must back up to the curb and protrude into the street no further than 10'.
3. You must remain within the confines of your space. **No soliciting is allowed outside of your designated space.**
4. The fee schedule is as follows:
  - \$80.00 if postmarked by December 31, 2008
  - \$105.00 if postmarked by April 30, 2009
  - \$130.00 if postmarked after April 30, 2009

### Setup and Removal of Exhibit:

1. Frederick Road will be closed to the public beginning at 6:00 a.m. on the day of the festival, at which time exhibitors may begin to set up their exhibits. Vehicles must be removed from the street as soon as they are unloaded; 9:00 a.m. at the latest.
2. All exhibitors must remove their exhibits from Frederick Road by 6:15 p.m. Exhibitors must clean up their spaces at the end of the day.
3. Frederick Road will reopen to the public at 8:00 p.m.

**Traffic and Parking:**

Area maps will be sent with the final space assignment mailing in August. Only vehicles with vendor parking passes will be permitted to park on the designated lot. Vehicles without parking passes, even if the drivers are accompanying vendors, must park on the side streets.

**General Rules:**

1. The Festival will be open from 10:00 a.m. to 5:00 p.m. on Sunday, September 13, 2009.
2. Please have your confirmation letter with you the day of the Festival and display your vendor-parking pass on your vehicle dashboard for entrance to the grounds and parking lot.
3. The Exhibitor absolves the Greater Catonsville Chamber of Commerce, their officers, directors, employees, and agents of all responsibility for the protection of exhibitor spaces and contents, and vehicles.
4. **Please insure your photo/s include a representative sample of the type of items you will be displaying. We try not to assign vendors with similar items in close proximity to one other.**
5. Exhibitors may begin selling their items at 10:00 a.m. and MUST stop sales at 5:00 p.m.
6. Exhibitors must provide their own method of display, including table(s). Spaces are large enough for a standard tent or canopy.
7. The Festival shall proceed rain or shine. The Chamber of Commerce assumes no responsibility for exhibits.
8. There can be no product changes or product line additions after an application is filed without the written consent of the Chamber of Commerce.
9. No political exhibits or vendors will be permitted.
10. No pets, roller blades, scooters, skateboards, or bicycles, please.

**Food Vendors:**

The Catonsville Arts and Crafts Festival arranges to provide food for the festival. No outside food vendors are permitted and Vendors are prohibited from the selling of any food or drink items not mentioned on their application. . NO EXCEPTIONS.

**Unoccupied Space:**

If an Exhibitor fails to occupy the space contracted for by the end of the scheduled set-up, or fails to comply in any other respect with the terms of this agreement, the Chamber of Commerce shall have the right to use such space in any other manner without releasing the Exhibitor from paying the registration fee based on the date of postmark.

**Sales and Use Tax Regulations:**

All exhibitors required to collect Maryland State Sales Tax must take care of their obligations. For specific information, please contact:

Maryland Sales & Use Tax Division  
Special Events Sections- Room 201  
301 West Preston Street  
Baltimore, MD 21201  
410-767-6961

**Restrooms:**

Portable, handicap accessible restrooms will be located next to the Catonsville Fire House, at the intersection of Frederick Road and Egges Lane. Additional restrooms will be available close to the KIDZONE in the center of the Festival.

**Program Books:**

Free copies of the Festival Program are available at the Information Center.