

## 2018 First Sunday Arts Festivals Application

**Dates: May 6, June 3, July 1, Aug. 5, Sept. 2, Oct. 7, & Nov. 4 Time: 11am -5pm**

PLEASE PRINT CLEARLY AND FILL OUT ENTIRELY

Name of your Business \_\_\_\_\_  
 Name \_\_\_\_\_ Email (required) \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Website \_\_\_\_\_ Please briefly describe the contents of your booth:  
 \_\_\_\_\_  
 \_\_\_\_\_

### IMPORTANT PLEASE READ

**Applications without certificate of insurance, payment, and Health dept. permits (if needed) will not be processed.**

Exhibited products must be the original work of the artist who must be present at all times. Artists may not replicate images or logos in their work that is copyrighted or trademarked by others (i.e. Sports logos, Disney characters, etc.).

Resellers that have not exhibited in the last 9 months will not be approved.

### PLEASE CIRCLE YES OR NO BELOW

WILL ALL ITEMS YOU HAVE FOR SALE BE MADE BY YOU? YES or NO  
 WILL ARTIST BE PRESENT? YES or NO  
 DID YOU EXHIBIT IN 2014, 2015, 2016 or 2017 AT A FIRST SUNDAY ARTS FESTIVAL? YES or NO  
 FOR RETURNING VENDORS, HAS ANY OF YOUR CONTACT INFORMATION  
 CHANGED FROM LAST YEAR (IE. EMAIL, ADDRESS, PHONE)? YES or NO  
 IF YOU ARE A FIRST TIME VENDOR, HOW DID YOU HEAR ABOUT US? \_\_\_\_\_

Circle your month(s) in the desired area locations below	Fee	# of Months	Subtotal
<b>Whitmore Park</b> <span style="float: right;"><b>Jewelry sold out</b></span> Single 10'x10' Space (please circle one or more): 32 tent spaces, food trucks and main community stage <div style="text-align: right;">Nov</div>	\$85		
<b>West Street 3rd block in front of Lowes Hotel * (no electric in this area)</b> <span style="float: right;"><b>Jewelry sold out</b></span> 6 Single 4'x10' table spaces –weighted umbrellas ok but no tents (please circle one or more): <div style="text-align: right;">Oct Nov</div>	\$35		
<b>West Street 2nd block and City Gate Park * (no electric in this area)</b> <span style="float: right;"><b>Jewelry sold out</b></span> Single 10'x10' Space (please circle one or more): 29 tent and table spaces and 1 stage <div style="text-align: right;">Nov</div>	\$120		
<b>West Street 1st block (no food vendors allowed in this area)</b> <span style="float: right;"><b>All months sold out</b></span> Single 10'x10' Space (please circle one or more): 66 tent and table spaces and 2 stages with acoustic sound	\$130		
<b>Electric</b>	\$10		
<b>Total</b>			

\*This area is part of the Annapolis Arts District, qualifying artists producing and selling in any Maryland Arts & Entertainment District may qualify for tax credits. See Maryland tax forms 502 and 502AE.

Please inquire by email about the availability of West St. 1<sup>st</sup> block 10'x10' spaces that may have an obstacle or only take a table or West St. 2<sup>nd</sup> block spaces to accommodate tables only (not tents).

**Make checks payable to: Inner West Street Association**

**Please mail completed application and fees to: Inner West Street Association, PO Box 6295 Annapolis, MD 21401**

Applicants may be added to our email database to receive space assignments, news, and vendor opportunities related to the events handled by the Inner West Street Association, Evans Management LLC, and the Annapolis Arts District.

By signing, I agree to the terms stated in both pages in this application. If accepted, I understand that vendor fees are non-refundable.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# First Sunday Arts Festival

# Exhibitor Application/Terms 2018

## First Sunday Arts Festival and Inner West Street Association Terms and Conditions

By signing the application, you agree to the following:

1. We seek artists and crafters whose work represents the highest quality in design, materials and workmanship. Farmers Market vendors must grow/produce their own products. First time vendors need to submit photos with their application. All vendors must be approved by the IWSA festival committee or its designee. IWSA maintains the exclusive right to refuse vendors who, in IWSA's sole discretion, do not meet festival standards or adds to an over-represented product category.
2. The selling or promoting of tobacco and related items, firearms or illegal products is prohibited.
3. Move in/set up begins at 8:00am. Vendors must unload then remove their vehicles from West and Calvert Streets before setting up their booths. All vehicles must be off the street by 10:45am.
4. Equipment (tents, weights, tables, chairs, extension cords, etc.) will be supplied by the vendor not the festival.
5. **Vendors must secure their tents and/or umbrellas with suitable weights of 40 lbs. per leg minimum.** Vendors failing to use weights on all tent and umbrella legs will be rejected from the show without recourse.
6. Vendor agrees to assume full liability for all injuries/claims resulting from its equipment and for improperly securing its tents, umbrellas and displays from wind and weather hazards. This is a rain or shine event.
7. Due to live performances, we prohibit vendor audio devices. Exceptions can be made, however, for vendors who require audio to sell their products. Please note on the application.
8. Upon leaving the site, the vendor is responsible for the complete removal and disposal of all material and trash from their booth space. (Please bring your own trash bags and do not dispose of them in the city trash cans.) **Food vendors selling for onsite consumption or sampling must provide a trash receptacle for public use.**
9. Parking garages are available next to the festival at the vendor's expense. The state parking garage at 19 St. John's Street has free parking. Trailers are strongly discouraged as they do not fit in the parking garages, vehicles with trailers can park at the Navy Stadium for a fee. For parking info visit [www.annapolisparking.com](http://www.annapolisparking.com)
10. **This is a rain/shine event.** If we cancel a festival due to severe weather, an email will be sent by 7:30am the day of the event and posted on our website ([www.firstsundayarts.com](http://www.firstsundayarts.com) ). If we cancel a festival vendors can reschedule on a space available basis within a year. Reschedules are not guaranteed. No refunds.
11. Vendors that need to cancel should send an email notification as soon as possible to [firstsundayarts@yahoo.com](mailto:firstsundayarts@yahoo.com) . No refunds.
12. Vendors that do not show and give no notice or leave early may be banned from all future festivals with no refunds given.
13. Vendor breakdowns must start promptly at 5:00pm and all vendor spaces must be emptied by 6:30pm unless other notification is given by the First Sunday Staff. Your vehicle can re-enter the street after your space is packed and ready to be loaded or 5:20pm whichever is later. Failure to vacate spaces by 6:30pm can cause vendor to be banned from all future festivals with no refunds given.
14. **Proof of Liability Insurance must be submitted with application listing Inner West Street Association (PO Box 6295 Annapolis, MD 21401) and Evans Management LLC (38 City Gate Ln Annapolis, MD 21401) as additional insured.** If you have employees proof of Workman's Compensation Insurance is required when applying.
15. By participating in the First Sunday Arts Festival you are agreeing to indemnify and hold harmless First Sunday Arts Staff, First Sunday Arts Vendors, First Sunday Arts Volunteers, Evans Management LLC, Inner West Street Association, the Inner West Street Association's Board of Directors, officers, volunteers, staff and contractors, First Sunday Arts Sponsors, The City of Annapolis, Anne Arundel County Government, BBT Bank and 35 West LLC from any damages, lawsuits or claims arising out of any injuries or accidents occasioned by your activities.
16. All vendors are required to collect Maryland 6% sales tax and have a Maryland State sales tax ID number. All vendors selling products must post their Sales tax number at the festival. Visit: [www.marylandtaxes.com](http://www.marylandtaxes.com)
17. **Food vendors must submit a copy of their Anne Arundel County Health Permit when applying.** Food vendors that require a health Department permit must also post the permit at the festival. Visit: [www.aahealth.org](http://www.aahealth.org)
18. All participants in the First Sunday Arts Festival agree to allow images and audio of their booth, artwork and persons to be used by First Sunday Arts for promotional and marketing purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign and date both pages agreeing to the terms and conditions. Keep a copy of each for your records.