



2021 INTERSTATE BLUES FEST- VENDOR MANUAL

- DATE:** Friday, May 14th & Saturday, May 15th
- LOCATION:** Washington County Agricultural Education Center
7313 Sharpsburg Pike
Boonsboro, MD 21713
- EVENT MANAGEMENT CONTACT INFO:** Rob Immer, Event Director
rob@interstatefestivalgroup.com or 301-259-1991 (TEXTING is the most efficient method)
- On Site Manager: Sarah Black**
On Site Vendor Lead: Nicole Stotelmyer
- SHOW HOURS:** **Friday 4pm – 10pm, Saturday 12pm – 8pm**
- MOVE IN TIMES:** **Friday 12pm – 3pm**
Saturday 9am – 11am
"Saturday Only" Vendors cannot set up on Friday night
DO NOT DRIVE ON GRASS IF WET
- MOVE OUT TIME:** Saturday 8:01 p.m.
NO EARLY BREAK DOWN, VIOLATORS WILL NOT BE ALLOWED TO RETURN
- VENDOR SPACE:** Vendor spaces are identified by numbers on paint sticks/chalk/paper and are on asphalt, concrete, gravel or grass, and vary in size. Your

space should accommodate your needs based on your application. Each vendor is responsible for tenting/setting their display and presenting themselves in a manner which reflects a positive image for the event and their company.

- ELECTRIC:** Electricity is only supplied to those who have paid. Those who have paid need to bring their own extension cords, up to 50 feet.
- VENDOR WRISTBANDS:** Vendors will not have wristbands at this event. The only wristbands at the event will be for attendees with certain ticket types (Crab Feast on Friday, BBQ Feast on Saturday, and 21+ to consume alcohol). There are no special ticket types for vendors. If vendors wish to partake in any of the above, they must buy ticketsalcohol the same way attendees do.
- PARKING:** There will be a designated area for vendors to park. This area is designated on the official festival Map. Also, you will learn of this area at the time of Move In (best for your vendor space).
- TRASH:** We ask that you place your trash (boxes, bottles, and other bagged trash) behind your tent/space. Our crew will come by to retrieve your trash periodically.
FOOD VENDORS: Keep Bag Weight Manageable and leak free (double)
- ICE:** **There is NO ICE available at this event. Please bring your own.**
- VENDOR HELP:** If Vendors have help arriving later, they can enter through the Volunteer/Vendors area at the Main Building at Entrance/Box Office
- EVENT STAFF:** Inside Main Building at Event Entrance
- RESTROOMS:** Portable toilets are on site in multiple locations (see Map).
- FIRST AID/EMS:** EMS staff, heat, air conditioning, water and other relief is available to vendors, volunteers and patrons who may need it (see Map).
- FIRE SAFETY/EXITS:** Each tent/building is equipped with fire extinguishers and there are multiple fire exits. Please locate the exit nearest you before the event begins.
- ATM:** There is an ATM on site near the front gate.
- CELL PHONE/WIFI:** Cell reception is fair to good for most major carriers.

SECURITY: Security will be provided for your safety as well as the safety of our patrons. Both volunteers and armed staff (Uniformed County Sheriffs) may be present. Event staff will be staying overnight as security as well.

CARE: Vendors must not injure or deface the grounds or buildings. When such damage occurs, the vendor is liable to the owner of the property so damaged. The vendor shall comply with all reasonable requests of officials of the complex. Vendors will be charged for; excessive debris left in vendor space and cleanup caused by paint, oil, grease, adhesive materials and abrasives.

CONDUCT: Vendors shall conduct and operate in their space so as not to annoy, endanger or interfere with the rights of other vendors, event staff and patrons.

LIABILITY: Mountain Maryland Events, LLC, Interstate Festival Group, LLC and Washington County Board of County Commissioners and the Agricultural Education Center will not be responsible for any injury, loss, or damage that may occur to the vendor or to the vendor's employees or property from any cause whatsoever. The vendor assumes full responsibility and liability resulting directly or indirectly, or jointly, from other causes that arise because of the actions or omissions of its agents, employees or independent contractors, whether acting with or without the scope of their authority. Your own insurance is your own responsibility.

SALES TAX: The sales tax on retail items being sold at this event is 6%. As a company selling items in the state of Maryland, you should be charging sales tax and then forwarding the appropriate funds and paperwork to the Revenue Administration Division. For more information please visit: www.marylandtaxes.com

HEALTH DEPARTMENT: A Temporary Food Permit is required to operate at this event. If you are selling food and have not yet obtained this permit, please contact the Washington County Health Department at 240-313-3400 or www.washhealth.org

COVID PRECAUTIONS: While everchanging, covid precautions will be posted on our event website and social media. Currently, masks are still required to enter the event and encouraged to be worn when not eating or drinking or

when unable to maintain social distance (lines for vendor, restrooms, etc.)

PERMITS/LICENSES: Vendors shall obtain all pertinent permits and licenses required by any federal, state or local laws, ordinances and regulations.

IN THE EVENT OF RAIN: This event is rain or shine. It is the responsibility of the vendor to be prepared to protect themselves and their property.

PROHIBITED ITEMS: The sale of alcohol (except for wine, beer, and spirits by previously certified/permitted agents), weapons of any kind, illegal drugs and paraphernalia is prohibited. In the existing event of any of the above, vendor will be dismissed immediately.

EMERGENCY ACTION PLAN:

IF SERIOUS, CALL 911

ON SITE EMS: SEE AMBULANCE OR EVENT STAFF

FOR FIRE: CALL SHARPSBURG FIRE DEPARTMENT AT: 301-432-6321

FOR POLICE: CALL WASHINGTON COUNTY SHERIFF DEPT AT: 240-313-4345

FOR HOSPITAL: CALL MERITUS MEDICAL CENTER AT: 301-790-8000

FOR HEALTH CONCERNS: CALL WASHINGTON COUNTY HEALTH DEPT AT: 240-313-3200

FOR VENDORS/VOLUNTEERS: CONTACT SARAH OR NICOLE VIA STAFF RADIO