

## 2021 FALL BACK WINE FEST

# VENDOR MANUAL

- DATE:** **Saturday, November 6, 2021**
- LOCATION:** Washington County Agricultural Education Center  
7313 Sharpsburg Pike  
Boonsboro, MD 21713
- EVENT MANAGEMENT**
- CONTACT INFO:** BEFORE EVENT DAY: Rob Immer, Event Director  
rob@interstatefestivalgroup.com or 301-259-1991 or Sarah Black  
at Sarah@wiynn.com  
On Event Day: At Main Gate, See Nicole Stotelmyer or Sarah  
Black
- SHOW HOURS:** **1 p.m. until 7 p.m.**
- MOVE IN TIMES:** 9 a.m. until 12:00 p.m.  
**ALL VEHICLES MUST BE OUT OF FESTIVAL AREA BY 12:30p.m.!**  
\*if you need access on Friday, please contact Rob Immer
- VENDOR PARKING:  
(NEW!)** **ALL VENDORS WILL PARK IN THE DESIGNATED VENDOR PARKING  
LOT WHICH IS LOT A (LARGE GRAVEL LOT) AND WILL USE THE  
PROVIDED REAR VIEW MIRROR HANG TAGS.**
- MOVE OUT TIME:** 11 Minutes After Final Band Stops (Scheduled to stop at 7pm)  
**\*NO CARS WILL BE ALLOWED INSIDE THE EVENT UNTIL THIS  
TIME.**

**VENDOR SPACE:** Vendor spaces are on concrete 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 required it in their application. Those who have electricity need to have their own secured (NO TAPE), 25' extension cord.

**VENDOR ID:** Vendors DO NOT NEED WRISTBANDS. Vendors who wish to sample alcohol, and are of legal age, need to purchase the appropriate wristband in person for \$20 at the Ticket Box Office starting at 12:30p.m. – *and must show ID for each!*

**PARKING:** There will be a designated area for vendors to park. You will learn of this area at the time of Move In (it is also on the map)

**TRASH:** We ask that you place your trash (boxed or bagged trash) behind your space. Our crew will come by to retrieve your trash periodically. **FOOD VENDORS** – Please make trash bags light enough to where they don't break. Do not leave oil on ground.

**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.

**FIRE SAFETY/EXITS:** Each large tent/pavilion is equipped with fire extinguishers and there are multiple fire exits. Please locate the exit nearest you before the event begins.

**ATM/WIFI:** There is an ATM on site for this event. **WIFI IS NOT AVAILABLE.**

**SECURITY:** Security will be provided for your safety as well as the safety of our patrons. Both volunteers and trained staff will be present throughout the day.

**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:** Interstate Festival Group, LLC, Wynn Marketing, LLC and Washington County 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](http://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.washcohealth.org](http://www.washcohealth.org)

**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. Interstate Festival Group, LLC and Wiyann Marketing, LLC will not be responsible for any weather related damages.

**PROHIBITED ITEMS:** The sale of alcohol, weapons of any kind, illegal drugs and paraphernalia is prohibited. In the event of such, vendor will be dismissed immediately.

## **2021 EMERGENCY CONTACTS & FESTIVAL STAFF**

*Fall Back Wine Fest*

*October 2, 2021*

*7313 Sharpsburg Pike*

*Boonsboro MD 21713*

**EMERGENCY – If serious, Dial 911**

**EMS – On Site – Or Dial 911**

**FIRE - Sharpsburg Fire Dept. 301-432-6321 Emergency: 911**

**POLICE - Wash Co Sheriff 240-313-4345 Emergency: 911**

**HOSPITAL - Meritus Medical Ctr. 301-790-8000**

**FESTIVAL DIRECTOR – Rob Immer**

**FESTIVAL SUPERVISORS – Sarah Black & Elmo Pierce**

**SECURITY - Lead Security – Pete Stotelmyer**

**VENDORS – Lead Vendors - Nicole Stotelmyer**

FRONT GATE/VOLUNTEERS – Lead Volunteers – Jessica Elser

LOGISTICS – Lead Logistics – Matt Orr

BEERWINE – Lead Beer/Wine – Ryan Edwards

SET UP – Lead Set Up – Ryan Edwards

TEAR DOWN – Lead Clean Up – Matt Orr

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***Your Marked Space # is the  
FRONT & MIDDLE of your  
booth space (standing,  
looking at it properly)  
Use this square if need be.  
(12' X 12')***