

2018 Baltimore Book Festival!
EXHIBITOR GUIDELINES
*****Please Read Carefully and Thoroughly*****

Section 1: General Information

Festival Hours Are:

September 28, 29 and 30 from 11am-7pm

Set-up Thursday, September 27

- BBF takes place rain or shine.
- Vendors are required to arrive on time and stay all hours of the festival.
- No on-site vehicle movement allowed during festival hours

Location:

- BBF is located in the Inner Harbor, from The Constellation Pier 1, around and through Rash Field.
- A good address to enter when "mapping" is the Baltimore Visitor Center, 401 Light Street, 21202

Lodging:

- Please visit <http://www.baltimorebookfestival.com/plan-your-visit> for a list of the festivals official hotels.

Space Assignment:

- Your space is: #_____ in the **West Shore Park** __area (see the Fun Map festival layout) Entrance specs follow. Check in via **Light Street Curb Lane**.
- Assignment requests have been honored whenever possible. BBF reserves the right to move the space assignment if logistically necessary.
- **Please be sure to keep a neat and clean space, always being considerate of the Inner Harbor business front doors and sidewalks.**

Section 2: Getting to the Festival

Directions to Check In:

Please Note: All exhibitors are required to report to check in.

- You will need to have your checklist completed to gain access to the festival grounds, at which time the **vehicle access pass** and **ONE parking pass** will be given to you. The Vehicle Access Pass must be displayed at all times.

Check-In & Set-Up:

- **Location:** BBF is located in the Inner Harbor, from The Constellation Pier 1, around and through Rash Field
- Check-in/Set-up Hours: 10AM-5pm on Thursday, September 27.
8am-10am on Friday, September 28 for pre-checked vendors.
- There are 2 **Check-in** locations. Please **call Sandy, 410.245.9902 upon arrival:**
 - * **Light Street Inside Curb Lane** , 401 Light Street, 21202
 - * **Kaufman Pavilion Tunnel** Key Highway and Battery Avenue, 21230
- * All vendors must be set up, vehicle parked of-site by Friday September 27 @ 10:30am

Tips for Check-In & Set-Up:

- **Do not wait until the last minute to enter the site** – the festival site gets VERY crowded in the latter part of Friday morning.
- Bring all items you may need to set-up and operate, such as additional tables, chairs, handcart, ladder, extension cords, staple gun, etc. The festival will not have these items available to use.
- All vendors are required to keep a lane clear for emergency vehicles and exhibitor access.
- All cars must be off the festival grounds by 11am on Friday, Saturday and Sunday.
- Electricity(120V GFI/20AMP), if you requested it, will be turned on Friday morning, please plan accordingly.

Vehicle Access Passes:

- One (1) vehicle access pass will be given to you upon arrival if needed.
- Display the pass **with your name and cell phone number** on your dash board at all times.
- This pass will allow you to go through street closures to access to the festival grounds during **Off-Hours** only. If you need to move a barricade to gain access, kindly return it once you are through. Your vehicle must be off premise and parked during festival hours.

Parking:

- One (1) parking pass will be provided to you, upon check in, for your working vehicle. You will receive your designated parking assignment at that time.
- Display the pass **with your name and cell phone number** on your dash board at all times.
- Paid parking for additional vehicles is available at various lots. **Public Transportation is advised!**
- All parking garages/lots are available on a first come, first served basis.
- We suggest that Employees Bike, Carpool and take public transportation.

Section 3: At the Festival

Your Space:

- You must be open and operational by **11am and remain open** until the festival closes each day at 7pm.
- **Each tent space is 10x10** and is supplied by BOPA
- **Display:** Your materials must fit into the space size you reserved.
- **Tent Vendors: No items of any kind may be outside of your booth space.** This includes but is not limited to: coolers, chairs, condiments, cooking equipment, etc. Putting such items on sidewalks, resident/business steps/property, behind your space or in the space adjacent to yours is not acceptable. Violators will be given one warning. Upon the second warning, violators will forfeit their fee and will be asked to leave the festival. However, please observe the following:
 - No exposed tape or unattractive fasteners such as many visible staples.
 - **Absolutely no handwritten signs, menus, placards or banners** (unless calligraphy or lettered professionally). Chalk boards work nicely.
 - **No Vendor Signage in front or above the Tents**, inside as backdrop only. **Signage provided by BBF.**
- Staff or volunteers in your space must be dressed professionally.
- **Back of House:** All vendors are required to keep a tidy and appealing back of house operation. No visible garbage, boxes, trash or general clutter will be allowed. Please keep back of house area hidden to festival goers.
- Please secure all flyers, napkins, newsletters and papers, as they can blow away. **Bring paperweights.**
- **Electricity:** 120V GFI/20AMP will be provided per Tented space. Power will be turned on **Friday morning**, please plan accordingly. It is against City of Baltimore policy to make direct hook-ups
- **Lighting:** Vendors are required to bring their own lighting.
- Be courteous to your fellow vendor and area businesses.
- Remember: the festival is held outdoors, so prepare for any weather conditions (rain) that may blow through. Bring waterproof tarps or bins to protect your merchandise/equipment/supplies.
- **Vendors are required to close their operation and halt sales promptly at the close of the festival each night at 7pm Friday-Sunday. All Grill/Flame vendors close 30 mins. earlier.**

Portable Restrooms:

- See map for restrooms and hand sanitizer.

For Assistance – Contact Sandy:

- Best to call or text me at 410.245.9902 beginning September 14, 2015.
- I will have Limited email access before, during and after the festival. <slawler@promotionandarts.org>

Sales Tax:

- Vendors are responsible for collecting 6% Maryland State Sales Tax on all merchandise sold. You need to report this to the Retail Sales Division, 301 West Preston Street, Baltimore, MD 21201. Please call **410-767-1300** if you have questions about this procedure.
- A list of vendors will be forwarded to the Maryland Office of the Comptroller.

Security:

- Please secure your cash at all times. **It is best to keep your money on your body.** Your valuables should be stored overnight with you.
- Also plan on covering your merchandise/supplies/equipment each night with tarps, placing items on top of tables, and taking other general precautions for weather and security. Please keep in mind the festival can be accessed by the public 24 hours a day.
- The festival will have security officers roaming the grounds each night.
- Be alert and use common sense.
- The Baltimore Book Festival is not responsible for lost, damages or stolen items.

Break-Down:

- Breakdown is **Sunday, September 30, 7-10pm.** Please adhere to these times.
- **Pack up first and then bring vehicles to load.** Vehicles will not be allowed on the site until it is clear of festival-goers and safe for all. Be sure to keep a lane clear for other exhibitors and emergency vehicles.
- **Vendors must take all materials with them including grease and grey water.** Space must be returned in the condition it was before the festival. Upon review, Deposit Checks for clean areas will be returned or destroyed.

Section 3: References

ATM's:

- ATMs are located throughout the festival site.

Clean Up Deposit/Check Out:

If the festival needs to clean your space, power wash your area or remove trash/bulk items, you forfeit your clean up deposit and your right to be invited and/or participate in ANY BOPA events for one year. Please check out with Sandy before you leave on Sunday night to preview your space. **Vendors who do not check out on Sunday night automatically forfeit their clean up deposit.**

The final assessment, to determine if your refund will be issued, will take place Monday morning. If it is found to be in satisfactory condition, BOPA will return your deposit or destroy they check.

Coals and Ashes:

Do not use Baltimore City trash cans for disposal of extinguished or hot coals or ashes. If you plan to cook with coals, you must arrange for and bring a special receptacle in which you can extinguish and dispose of coals according to Fire Department regulations.

Fire Extinguishers/Fire Department Inspection:

- Upon checking in, please bring your fire extinguishers so we can make certain that you have it on site. Your parking pass will not be given to you if you don't have the extinguisher.
- **The Baltimore City Fire Department inspects each vendor.**
- All vendors must have:
 - Multipurpose 2A10BC Extinguisher *Or* 3A40BC Extinguisher
- Deep Frying Vendors will also need:
 - Type K Extinguisher
- The fire department will not let you operate without these. They can be purchased at a licensed fire protection company.
- The Fire Marshall will be on site to inspect your booth on Friday. Please be sure that you have your properly coded fire extinguisher with a current 2013 tag and that all propane canisters are secured outside of your space. Small canisters may be placed in milk crates, but large canisters must be secured. If you have any questions, please call the Fire Inspector's office at 410.396.5752. Failure to comply with all regulations may result in your removal from the event.

Health Permit:

Your name and address has been provided to the Baltimore City Health Department. **You must now obtain a temporary food permit.** If you have any questions, call the Bureau of Food and Institutional Facilities at 410-396-4428 OR 410-396-4544. Please read the separate attachment that has all the information you need to fill out the paperwork.

Ice/Refrigeration:

- Ice will be available for purchase from the ice chest located off Light Street curb lane.
- The cost is approximately \$10 per 40lb bag.
- At the end of the day, do not dump used ice in the street or on the grass.

Insurance:

Vendor must furnish BOPA with a Certificate of Insurance prior to the festival. The required coverage shall not be less than the following:

Workers Compensation:	Statutory Requirements
State Disability:	Statutory Requirements
General Liability:	\$1,000,000 occurrence / \$2,000,000 aggregate
Automobile Liability:	\$1,000,000

Insurance certificates shall name Baltimore Office of Promotion & The Arts, Inc. (BOPA), the Mayor and City Council of Baltimore as additional insured parties and shall state that all coverage shall be primary to any insurance coverage held by BOPA and/or the City with respect to acts or omissions of the licensee.

Protective Flooring:

- The festival site is in the middle of a commercial/tourist district. Therefore, you must use protective flooring to ensure against damage to brick, asphalt and grass.
- If you will be cooking in anyway (i.e. frying, grilling or using grease) you must install rubber roofing and/or tar paper (available at Home Depot) to cover your **entire space** and the area behind you.
- Covering the sidewalk does not give you permission to use it for storage or operating your business.
- Food vendors will have their spaces inspected for protective flooring.
- **Food Truck** food vendors do not require protective flooring UNLESS they are cooking outside of the truck.

Sales Transactions:

Each vendor is responsible for making change for customers; the festival will not have change available.

Trash and Recycling:

Recycling and garbage trucks will remain on-site. Public Works will have trash cans and recycle bins throughout the festival site and monitor the festival continuously. You are responsible for placing your trash in the dumpster/garbage trucks. Trash/Recycling locations are south back-of-house of Rash Field, and the Curb/Bus Lane on Light Street.

Food vendors should not place trash in city trash cans. Use your own receptacles or bags. Keep trash out of sight, as much as possible and break down cardboard boxes. Please carry large amounts of trash to the garbage trucks. All trash, display items, leftovers, decorations, etc. must be taken with you or placed in trash bins when you leave every night.

Water:

Water will be available at fire hydrants. Please bring your own adaptors, hoses and containers to transport water to your booth. **Absolutely no hoses are allowed to run across pathways during festival hours.**

RETAIN THESE SHEETS FOR YOUR RECORDS! This along with the Terms and Conditions are part of your agreement with the Baltimore Office of Promotion & The Arts.