

Howard High School Arts, Craft & More Show General Rules & Information

October 5, 2019

Time: 10 am to 3 pm

Howard High School

8700 Old Columbia Rd

Ellicott City, MD 20143

Booths

- 100 spaces will be available on a first- applied basis. Each space size is at least 8' x 8', some may be larger.
- The cost of each booth is \$40.00 per space or \$75 for two spaces
- Limited spaces with electricity will be available on a first-applied basis. An additional fee of \$5.00 is required. Electricity is limited to one outlet. Extension cords and lights are not provided. Vendors agree to not overload the outlet.
- We reserve the right to refuse exhibition of any materials inappropriate for a school sponsored event. Alcohol and tobacco products are prohibited on school property or grounds.
- We reserve the right to accept a limited the number of vendors selling the same type of products with duplicate product lines.
- Only one direct sales vendor per product line will be accepted. Selection will be determined on a first sign up basis.
Each space shall be identified by an assigned booth # and will be provided approximately two weeks in advance so that exhibitors can plan for their set up.
- Booths shall be set up in a professional manner, clear of any debris or unnecessary supplies, throughout the show and shall remove and dispose of all debris in their space at the close of event.
- **No tape** is allowed on the floor, with the exception of blue painters' tape. Any electric cords should not be in the walking path.

Vendors

- Must provide their own display/booth materials/equipment to include tables, chairs, cloths, backdrop, dolly, etc.
- Are required to collect and remit the required sales tax to the State of Maryland and should obtain their own Maryland Retail Sales Tax License.
- Set up is from 7:30 to 9:30 am. **Break down** is 3 pm to 4pm. **No breakdown of vendor's space before 3pm and must be completed by 4pm.**
- Food and drink consumption should be confined to your booth area.

- **Parking is free.** All exhibitors are to leave parking spaces near the entrances for customers.
- Exhibitors will be able to drop off their supplies as close to the entrances as is available, but **MUST** move their vehicles to the parking lot B as soon as possible to allow other vendors to do the same. Volunteers may be available to assist exhibitors. A site map and detailed instructions will be available prior to the event.

Howard High School Lions' Pride Booster Club appreciates your cooperation and participation in our event.

If you have questions or need additional information, please contact:

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www.Lionspride.org