

Billingsley Community Center Crafts & More Fair

Saturday, March 16, 2024

10:00a.m. - 2:00p.m.

10069 Billingsley Rd, White Plains, MD 20695

301-944-1091

Rules & Regulations

1. **No refunds will be given for any reason after March 13, 2024.**
2. **The event will be held rain or shine** Saturday, March 16, 2024, from 10:00 a.m. to 2:00 p.m. There are no rain dates. You are responsible for protecting your equipment and/or merchandise from inclement weather.
3. You may start set-up March 16th at 7:30 a.m. and your exhibit must be completely installed by 9:30 a.m. on March 16, 2024.
4. Event is limited to 35 total vendor spaces; a two (2) vendor limit on the number of vendors allowed per company (LuLaRoe, Pampered Chef, Tupperware, etc.) will be enforced.
5. Event is limited to three (3) food vendors. Food vendors must provide proper licensing, certificate of insurance and be pre-approved by Recreation Staff
6. Break-down will commence no sooner than 2:00 p.m. and must be completed by 3:30 p.m.
7. You must leave your space as you found it. Any vendor violating this rule will be barred from future events. Please use trash receptacles to clean your area.
8. You are required to have an attendant at your space during all event hours, 10:00 a.m. to 2:00 p.m.
9. Vendors are limited to two people per 10' rental space. There will be no access to electricity.
10. Masks are not required.
11. Vendors must provide their own tables, chair, (and tents if desired). Four (4) tables maximum per space.
12. All items being sold must be new, clean, and sanitized.
13. Vendors must supply their own cash to make change and are encouraged to offer cashless options for shoppers when possible.
14. Rental spaces and event lay out will be marked to provide one-way direction to assist with participant traffic flow.
15. Your Vendor Application & Agreement required you to specify EXACTLY what items are being sold, exhibited, promoted, or distributed at the event. If, on the day of the event, you include items that were not specified in the Vendor Application & Agreement, or if you include items that are of a controversial nature, (e.g., not family-oriented), we have the right to ask you to remove such item(s) or to leave the event.
16. You must not engage in any illegal activity of any kind.
17. Spaces are non-transferable and cannot be resold. You may not sublet your space or any portion of it.
18. No alcoholic beverages and no smoking (including e-cigarettes). As a state law, this includes the center area, parking area and other surrounding areas while on school grounds
19. Neither Charles County Department of Recreation, Parks and Tourism, employees and volunteers, are liable for any damage to or destruction of any exhibit, booth or other vendor space from any cause whatsoever, or for the theft or disappearance from any vendor space of any property contained in or about the exhibit area or for any loss you may sustain.
20. You and your employees and agents are required to take appropriate measures to prevent damage to the property as a result of your participation in the event. You will be liable for

any damage caused by you and your employees and agents in connection with your participation in the event, including all costs of cleaning and all repairs to sidewalks, streets and other property. Property damage by any vendor will result in the exclusion of that vendor from subsequent events.

21. The Charles County Department of Recreation, Parks and Tourism and its partnering agencies assumes no responsibility of any kind for insurance on behalf of any vendor or exhibitor. You are responsible to maintain all required Insurance of whatever nature, including but not limited to, liability insurance and worker's compensation insurance, at your own expense and initiation.
22. By signing the Vendor Application & Agreement, you agreed not to hold Charles County Public Schools, its employees and volunteers, responsible for any accident or injury incurred during this event. You further agreed to hold Charles County Public Schools employees and volunteers, harmless from and against any and all claims, demands, damages, and actions.

Interpretation of Rules

- The interpretation of all rules and regulations is the sole responsibility of the Billingsley Community Center Staff and all decisions of Billingsley Community Center staff shall be final and enforceable.
- Your violation of any of these rules or regulations or of applicable law will result in the forfeiture of your space and your removal from the event. By signing the Vendor Application and Agreement, you expressly agreed to waive any right to recourse or to demand refund or to claim damages on such grounds.