**Rules and Regulations**

**Venue Information:**

1. The Festival is held at the Howard County Fairgrounds 2210 Fairground Road West Friendship, MD 21794.
2. Product booths may be indoors or outdoors. Not all indoor spaces are heated. No space heaters are allowed in the buildings or barns.
3. Animal pens are outside only. No products may be sold at animal pens.
4. The Festival will proceed rain or shine.
5. Electricity is available, but limited in all buildings and barns. There is no charge for electricity. Bring your own extension cords and be prepared to share outlets with other vendors.
6. No pets are allowed on the fairgrounds. Service animals are permitted. All livestock entering the fairgrounds must have permanent IDs, current CVI, and be certified BVD negative.
7. Vendors must provide their own tables and chairs. Vendors bringing livestock must provide their own panels.
8. Vendors’ merchandise must be contained within the Vendors’ booth. Aisles and walkways must remain clear.

**General Rules:**

1. The Festival will be open from 9:00 a.m. to 4:00 p.m. on Saturday and Sunday Nov 10, and Nov 11, 2018. Vendors are required to be open during the entire festival.
2. Vendors with fiber products and fiber related items will be given priority consideration. A few vendors with non-fiber related items will be considered/accepted. Vendors misrepresenting their product may be barred from future festivals.
3. Vendors, who sell products at wholesale, may sell those products, but only at their published retail price. If the vendor does not sell retail normally, the prices must be their published suggested retail price.
4. New vendors must submit 2 photos of their product with their application. The photos should include a representative sample of the type of items to be displayed and sold.
5. Refunds may be provided if the Festival committee can fill the space before the application deadline. Cancellations after the deadline are non-refundable.
6. Vendors are responsible for collecting and reporting Maryland Sales tax. Temporary tax ids are issued by the Maryland Sales & Use Tax Division. A list of vendors will be provided to the Sales and Tax Division before the event.
7. The MABA Board of Directors reserves the right to bar any vendor who does not comply with these regulations from future MABA events.
8. Space is leased with the understanding that the Exhibitor will hold MABA harmless from any and/or all liability which may result from any cause whatsoever.
9. All vendors are required to donate an item valued at $25 for the raffle. Proceeds support the Fiber Festival’s operating costs.
10. All festival participants will be listed (business name, location, product description, email and/or website) in the festival booklet at no charge. If you purchased a sponsorship or an advertisement in the festival booklet, please include your advertisement or business card in electronic format and send to: Kathy Graziani, [festival@marylandalpacas.org](mailto:festival@marylandalpacas.org) before Sept 1, 2018.
11. Security will be provided Friday and Saturday nights

**Booth Assignment:**

1. Deadline for returning vendors and MABA members is April 30, 2018 to reserve their booth from last year. Applications for new vendors must be received by May 31, 2018.
2. Spaces will be assigned with the returning alpaca farms, small farms, and MABA members receiving priority. Others will be assigned on a first come/first serve basis once an application and full payment has been received. All due consideration regarding vendor booth requests will be accorded. However, the Festival committee reserves the right to make final space assignments.
3. All indoor vendors are limited to 2 booths. Outdoor vendors are limited to 3 booths and/or animal pens.
4. Due to space limitations in the heated buildings, returning vendors are limited to the number of booths they held previously. New vendors are limited to 1 booth in those buildings.
5. Vendors who have been assigned space, but find they cannot attend the Festival should notify Kathy Graziani immediately via email, festival@marylandalpacas.org.

**Setup and Breakdown:**

1. Setup will be on Friday 11/09/18 from 2 pm to dark and Saturday 11/10/18, 6 am to 8:30 am.
2. Vehicles may be parked next to the buildings and inside the barns for unloading and loading purposes only. Do not block the doorways or paths into the buildings. Please unload your vehicles as quickly as possible and move them to the parking lot before setting up your booth.
3. All animals must be vet checked before they are allowed on the fairground. The Vet will be available from 2 pm to 4 pm on Friday and from 7 am to 9 am on Saturday.
4. Breakdown may not begin until 4 pm on Sunday. Do not move your vehicles from the parking lot until your booth is broken down and you are ready to load it.
5. Sunday evening all vendors are expected to leave their booth areas broom clean before leaving the fairgrounds. Place all trash in or by the trash cans provided. Animal waste goes into the dumpster (located behind Barn 1).