

CRAFT VENDOR APPLICATION
40th ANNUAL WASHINGTON FOLK FESTIVAL

Saturday, May 30 and Sunday, May 31, 2020

Festival hours: 12pm – 6pm

Craft Market Hours: 11am – 6pm

For more information see <https://fsgw.org/washingtonfolkfestival> or e-mail wffcrafts@fsgw.org. If you still have a question, phone Craft Co-Chair Rita Ferrara, at 301-946-2161.

Jurying is ongoing until all spaces are filled. For an early decision, application must be received by March 5.

Booths cost \$140 and are either 12'x7' or 11'x7.5'. A few larger booths may be available. 8-foot tables are available for \$10 each. 6% commission on net sales is due Sunday at end of show.

SEND NO MONEY NOW. Payment will be due if you are accepted. Booth payments cannot be refunded.

BUSINESS NAME _____

YOUR NAME _____

NAME DESIRED IN THE SHOW DIRECTORY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ CELL _____

EMAIL _____ WEBSITE _____

EMERGENCY CONTACT (name) _____ PHONE (pref. cell) _____

Briefly describe your craft: _____

Describe booth or other setup and special needs: _____

Do you need lighting? Yes No

ALL APPLICANTS: Attach 4 photos of your craft and one of your booth set up. (You can use regular printer paper).

Names of all crafters (not including yourself): _____

RETURNING VENDORS ONLY: Would you prefer the booth you had last year? Yes No

All vendors named in this application **agree to the following:** (1) to pay 6% commission to Folklore Society of Greater Washington on (pre-tax) craft sales, (2) to pay all required state taxes, and (3) to comply with 2019 WFF Guidelines for craft vendors (attached), including being present in their booth during the festival.

Signature _____ Date _____

Send signed application via email to wffcrafts@fsgw.org or mail to:

WFF c/o Carolyn Korman
6303 Herkos Ct.
Bethesda, MD 20817

**RULES and GUIDELINES for CRAFT VENDORS
WASHINGTON FOLK FESTIVAL, May 30 and 31, 2019**

LOCATION. Glen Echo Park, 7300 MACARTHUR BLVD, GLEN ECHO, MD.

HOURS. Festival hours are Noon to 7pm. The Craft area is officially open for sales from 12 noon to 6pm each day. Customers may enter the area after 11am so we recommend completing setup by that time.

CRAFT ITEMS. All items must be hand made by you. They **may not be imported** or made in a cottage industry. Sorry, by Federal regulation **No T-shirts of any kind may be sold in the Park.** If a group participates, everyone who created the crafts must be present in the booth during at least part of the Festival.

TO APPLY. Download this application, or e-mail wffcrafter@fsgw.org for an application. **We recommend mailing your application to arrive by March 5.** Jurying will be ongoing from March 6 until the show is filled. Acceptance is NOT based on postmark or date. Local crafters are preferred. Work must be hand made by vendor. No buy-sell. We try to provide a variety of crafts. An organization may apply if all items are made by its members. The maker of each item shown must be present for at least part of the Festival.

ADMISSION. Admission is based on creativity, uniqueness, quality, show balance and customer appeal. We appreciate and value our returning vendors and do our best to include them. In this small show we also need to keep customer interest high by introducing new vendors each year. We try to strike a balance but may not have space for all returning vendors. We do keep a wait list and often have last-minute spaces.

COMMISSION. A 6% Commission on gross pre-tax sales is due NLT **Sunday evening at 7 pm.** The commission will help cover Festival production costs. You'll need to keep a running total of sales. A sales and commissions envelope will be handed out and **will be collected, with your payment, before you leave the Craft area. CHECKS PREFERRED PLEASE.**

SALES TAX. You **must** collect and remit 6% Maryland sales tax, as follows:

- **If you have a permanent MD sales tax ID:** Include your WFF sales with your regular filing.
- **If you do not have a permanent sales tax ID: DO NOT APPLY FOR ONE.**
We report vendor names and contact info to the Maryland Comptroller. They will mail a temporary ID and SUT form. Temporary vendors must send the form and sales tax to the State of Maryland at the address provided within 30 days.

* **After the Festival** if you do not receive your temporary ID, if you receive more than one temporary tax ID, or if you have a permanent ID and also receive a temporary ID, etc, please contact us. We'll put you in touch with the responsible person at the Comptroller's office.

BOOTHS. Craft booths are in the Bumper Car Pavilion next to the Cuddle-Up. There is a wooden floor and roof. A clear plastic zip-up drape can be lowered in bad weather and will be locked overnight Saturday for security. You may (quickly, please) pack up stock on Saturday and/or take it with you overnight. You must be out of the Pavilion by 6:30 pm Saturday.

You will have your booth assignment shortly before the show. **All spaces have electricity.** Bring reliable, heavy-duty extension cords.

Outside spaces have a backdrop of white banister. Inside (center) rows are backed with white wood partitions (center rows). You may bring booth drapes or dividers but it is not required and is not recommended for either a side of your booth next to a banister, or a booth with no electric lighting.

You may NOT use tacks or nails to attach anything to the structure or central dividers. Displays must be freestanding or drape or hook over the partitions. We will try to provide new vendors with photos of typical booths to help them plan their booth arrangement.

WHAT TO BRING. We can provide 2 chairs per booth. All booths have electricity available. Bring reliable extension cords with multiple outlets. You will probably not need cord covers.

Allow for changing weather! Wear warm layers if the forecast is cool weather. Bring cold drinks and a fan, if it's hot. We have ice water. Bring rain gear, including sturdy shoes, if rain is forecast.

Lunch meal tickets are provided both days (sandwiches/salad...etc.) for all individuals working in your booth. Some volunteer booth relief will be available. We rely on you to let the volunteers know your needs.

We are unable to provide volunteer assistance in loading or unloading since most volunteers start work at 10am or later.

BOOTH SETUP. Set-up is Saturday morning. Cars may only be in the unloading area from 8am until 10am.

Study the directions carefully ahead of time, allow plenty of time for traffic etc. Empty and move your car by 10am. Do not block unloading access for other vendors.

The Booth Layout showing your location will be posted at pavilion entrances.

PARKING. We provide **one** close-in parking permit per booth. Additional cars must park in the main lot. We will have a map and directions to the lots. Latecomers may need to use the main lot.

CHECK-IN. When you return after parking your car each day, each person at your booth must go to Performer/ Artist check-in at the Festival Office (location TBD) to register. They will be given a name badge, a meal ticket and a free carousel ticket.

The Festival begins at noon but the crafts area is open to the public by 11am. Be in your booth and ready. We close at 6pm. Most crafters cover and leave their work overnight Saturday. If you pack up inventory overnight, please finish by 6:30 when we must close and secure the tent. **There is no vehicle access Saturday evening or Sunday morning.** The area will open for crafters by 10am Sunday morning.

BOOTH TAKE-DOWN. You may pack up after 6 pm Sunday but are welcome to stay open as late as 6:30 if customer traffic warrants it. Return your sales commission sheet and payment in its envelope by 7pm.

Very important: NO one will be allowed to bring a car into the crafts area until the park rangers give permission. This may be as late as 6:30 or 7pm. Please be patient. We know you're tired and ready to leave! We have to safeguard the public and keep the process moving by strictly regulating vehicular traffic. So please **DO NOT BRING A VEHICLE ONTO PARK GROUNDS (Don't even drive up the access road)** until the Craft Operations crew gives permission. **IMMEDIATELY MOVE YOUR VEHICLE OUT OF ANY SPOT THAT BLOCKS OTHERS' ACCESS** if requested. Thank you.

Call **301-946-2161** or e-mail **WFFcrafts@fsgw.org** if you have questions. We look forward to working with you to make this a great show.