

# FAQs for MTH Marketplace - Fall 2019

**1) HOW DO I REGISTER FOR MTH MARKETPLACE?** Interested vendors can apply online only at <https://forms.gle/cjeBrwP7nuMSVFkw5>. Spaces are granted on a first-applied basis to qualified vendors. MTH Marketplace and Vikings Backers do not guarantee booth space to vendors and reserve the right to refuse or remove any vendor whose products or activities do not meet their standards for this event.

**2) WHAT ARE THE SIZES OF BOOTH SPACES?** Booth spaces are approximately 8'x8' (some larger) and will be in either the gymnasium, auxiliary gym or cafeteria

**3) I'M A COMMERCIAL DIRECT SALES VENDOR. CAN I APPLY?** Yes. You must describe your products on the application. Spaces are available on a first-applied basis and duplicate companies will not be allowed. We reserve the right to deny vendors that are not appropriate for our event at school.

**4) DO YOU HAVE A WAIT LIST?** We will compile a wait list if the fair is sold out, and notify vendors on a first-applied basis should a space become available.

**5) HOW DO PATRONS KNOW ABOUT THE EVENT?** Our event will be marketed throughout the school and community; posted on various related event websites, on social media; posted on the Viking Backers website; posted on the MTH Marketplace website (<http://MTHMARKETPLACE.weebly.com>) and in local publications. Vendors are also expected to share the event with friends, neighbors, and their followers on social media as well.

**6) HOW DO I KNOW WHAT TO DO TO GET IN AND SET UP?** Vendors should refer to General Rules and Information page on the MTH Marketplace website. Detailed information regarding set up and booth number will be sent to vendors prior to the event.

**7) I REGISTERED BUT CAN'T ATTEND THE FAIR. CAN I GET A REFUND?** No refunds will be issued. Viking Bakers is a non-profit organization and you can record your application fee as a donation.

**8) WHAT DO I NEED TO BRING FOR SET UP?** Vendors must bring their own tables, chairs and any other set up equipment/furniture required for their booth. We will offer limited spaces with access to electrical outlets; however, vendors who are offered those spaces are required to bring their own extension cord and to position the cords out of foot traffic. Only blue painters tape will be allowed on the floor. Vendors who requested electric will be notified if their space accommodates electric.

**9) DO I NEED MY APPLICATION WHEN ARRIVING FOR SET UP?** No. Please go directly to your assigned booth. If you do not have that information, you are welcome to check in at the Information Table just inside the main lobby doors on the morning of the event.

**10) WHEN DO DOORS OPEN FOR SET-UP?** Doors open for set up no earlier than 7:30am Saturday morning. It is critical that vendors do not enter the school for any reason before 7:30am. Event volunteers will be available to assist vendors in unloading and taking materials to their spaces. Set up must be completed by 9:30am.

**11) WHEN DO DOORS OPEN TO THE PUBLIC?** The MTH Marketplace is open to the public from 10am to 3pm.

**12) IS FRIDAY SET UP AVAILABLE?** Unfortunately, no, Friday set up is not available.

**13) HOW DO I KNOW WHAT ENTRANCE TO ENTER FOR LOADING/UNLOADING?** Detailed information will be sent to vendors prior to the event. On the day of MTH Marketplace, volunteers will be on site to direct Vendors where to unload. Once your vehicle is unloaded, it should be moved to the back of the parking lot to enable visitors to have closer spots.

**14) CAN SOMEONE HELP ME LOAD/UNLOAD MY VEHICLE?** Yes, we have volunteers to assist you in unloading your equipment, furniture and wares.

**15) WHERE CAN I PARK AFTER UNLOADING?** After unloading, vendors should park in the rear of the parking lot areas to allow visitors attending the event to park closer to the entrances.

**16) IS INTERNET ACCESS AVAILABLE?** Vendors will have access to the school WiFi only as a guest to HCPSS. This service is not reliable, especially in the gym. We encourage vendors to come with back-up battery power for their cell phones/equipment and be aware of how to use the offline setting on their credit card readers, if necessary.

**17) WHAT TIME DOES THE FAIR OPEN TO THE PUBLIC?** Our event opens to the public promptly at 10am.

**18) WILL CONCESSIONS BE AVAILABLE DURING THE EVENT?** Yes, the Viking Backers will be operating the indoor concession stand and will have special food for the event.

**19) WHAT IF SOMETHING IS STOLEN FROM ME?** The event sponsors are not responsible for lost or stolen items. If you believe you are the victim of a theft, please notify the Event Coordinator, who will contact the proper authorities to resolve the issue. ***As a Vendor you acknowledge you agree to hold harmless Mt. Hebron High School, the State and County School System, the Viking Backers Booster Club, all volunteers, workers or any person, authority or sponsor of this event for any claims, liabilities, demands, damage, loss, cost and expense of any kind arising out of my participation in this event as outlined on the Application.***

**20) CAN I GET CHANGE FROM CONCESSIONS?** Vendors should come with ample cash/change and ALWAYS secure personal electronics/cash boxes. MTH Marketplace will not have any change or cash for Vendors.

**21) WHAT TIME DOES THE FAIR END?** The event ends at 3pm. Vendors must begin breaking down and prepare for loading their vehicles through the same entrance door where they entered during morning set up. **Break down is 3pm to 4pm.** All vendor materials should be totally cleared from premises by 4 pm. No breakdown of vendor's space before 3pm.

**22) WHAT IF I SELL OUT OF ITEMS?** Vendors should be prepared to have adequate supplies and products throughout the event. Any Vendors who sell out of items must remain until the end of the event. No Vendor shall breakdown before 3 pm.

**23) WHAT DO I DO IF I HAVE AN EMERGENCY?** For any health related emergency, dial 911. If you need to leave because of an emergency, please find or call Lisa Scarbath at 410-227-8870 immediately to alert her and advise her of your emergency and your plans to breakdown your space. Refunds are not provided to vendors who request to leave the event early due to a qualified emergency.