



GENERAL RULES AND INFORMATION FALL 2019

Oct 26, 10a-3pm

- Exhibitors must **provide their own display/booth materials/equipment** (including tables, chairs, etc.)
- **Spaces** will be available on a *first- applied basis*. Each space size is at least 8'x8', some may be larger. \$40.00 per space, plus an online processing fee of \$2. The site plan is not available in advance. 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.
- **Electricity**: Limited spaces with electricity will be available on a first-applied basis. Electricity is limited to one outlet. Extension cords and lights are not provided. Vendors agree to not overload the outlet. An additional fee of \$5.00 is required.
- **No tape** is allowed on the floor, with the exception of blue painters' tape. Any electric cords should not be in the walking path.
- **NO food or drink** to be consumed in the gymnasium.
- All vendors 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 and 9:30 am.
- **Event time** is 10 am to 3 pm.
- Vendors spaces 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 MTH Marketplace.
- 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 also reserve the right to refuse duplicate vendors.
- **Break down** is 3 pm to 4pm. **No breakdown of vendor's space before 3pm and must be completed by 4pm.**
- **Parking and Unloading**: Parking is free. All vendors are to leave parking spaces near the entrances for customers. Vendors 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 as soon as possible to allow other vendors to do the same. Volunteers may be available to assist vendors.

VIKING BACKERS BOOSTER CLUB APPRECIATES YOUR COOPERATION AND PARTICIPATION!



Questions? Email Lisa Scarbath Lscarbath@gmail.com

www.vikingbackers.org

<https://mthmarketplace.weebly.com/>