



The City of Greenbelt, Department of Recreation

# 2010 Festival of Lights Art and Craft Fair

*Now in it's 39<sup>th</sup> year in  
historic downtown Greenbelt*

## Humanities Mart Application

Greenbelt Community Center • 15 Crescent Road, Greenbelt, MD 20770 • contact Barbara Davis • 240-542-2062 • bdavis@greenbeltmd.gov

<b>SHOW DATES:</b>	December 4 and 5	<b>NOTIFICATION DATE:</b>	October 8
<b>APPLICATION DUE:</b>	October 1 (received by 4pm)	<b>PAYMENT DUE:</b>	October 22 – following acceptance (no refunds)

- Wares** The Humanities Mart supports area writers, musicians and filmmakers in the sale of their own, original work. Historical societies and both non-profit and for-profit organizations with a humanities focus are also invited to participate.
- Schedule** Fri, Dec 3: set up 5-9pm; fair not yet open. Sat, Dec 4: set up: 8-9:30am. Fair open 10am-5pm. Sun, Dec 5: fair open 11am-4pm. Load out 4-6pm. Exhibitors must be present and stocked both days, all fair hours.
- Where** The Humanities Mart exhibitors will occupy room 114 in the Greenbelt Community Center. The Center is easily accessible by these major routes: MD 193, MD 201, the Washington Beltway, and the Baltimore-Washington Parkway.
- Fees** *No fee to apply.* Non-profit exhibitors (100% of profits going to the non-profit organization): \$20.00 per space. Non-profit groups splitting revenues between the organization and individual members: \$30 per space. For profit vendors: \$40. Each space includes the use of a 6' table and 2 folding chairs. Payment due upon acceptance. Do not send payment with application. Booth fees are nonrefundable.
- Sales tax** Maryland requires all exhibitors, including youth and non-profits, to have a tax number and collect sales tax. If you do not have a State tax identification number, the State Comptroller's office will contact you to provide a temporary number.
- Security** The exhibit rooms will be locked at night. Additional security measures are limited to cameras in the halls, and building staff during public hours. The Recreation Department cannot be responsible for any articles lost, stolen, or damaged.
- To apply** Please complete the attached application and return it by October 1 to Barbara Dickey Davis at the Greenbelt Community Center. Please enclose clear photos or cd (no original wares) of pieces which are representative of the items you plan to sell, plus a photo of your booth set up. A self-addressed stamped envelope is required if you wish to have your photos/cd returned. All items to be sold must be clearly described in the application.
- Application Process:** Applications will be reviewed on a rolling basis throughout the year. Exhibitors will be informed of their acceptance status by October 8, the published notification date. Acceptance will be contingent on past compliance with fair guidelines. Once notified of acceptance, exhibitors must provide full payment by October 22. If payment is not received when due, the exhibitor may lose his/her space at the fair. Decisions of the Recreation Department regarding acceptance to the show and booth space assignments are final and not subject to appeal.
- Cancellations** If you are accepted to the fair but cannot attend, please notify the Recreation Department. If you fail to provide notification or if you do not participate on both days during all fair hours you may be excluded from future fairs.
- Additional Policies** Exhibitors are required to supply their own fabric to drape and skirt all tables to the floor. Exhibitors may not post signage in the building, except in their booth. Exhibitors must supply wheeled carts for transport of all materials into and out of the building.



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**Due October 1**

(received by 4pm)

Mail to: Barbara Davis, Arts Assistant • Greenbelt Community Center • 15 Crescent Road, Greenbelt, MD 20770 • bdavis@greenbeltmd.gov • 240-542-2062

Name (individual, or group/business and contact person): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (am) \_\_\_\_\_ (pm) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Web site: \_\_\_\_\_

Description of all items to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Price range of items: \_\_\_\_\_ *Note to exhibitors: vendors participating in previous fairs have been most successful selling low cost items (under \$20) at a higher volume.*

Please provide clear photographs or cd of pieces which are representative of the items you plan to sell, plus a photo of your booth. You must enclose a self-addressed, stamped envelope if you would like your materials returned to you. (If you are accepted into the fair, your images will be returned to you at the event.) *Do not bring in actual wares for consideration.*

**PLEASE DO NOT ENCLOSE PAYMENT WITH YOUR APPLICATION. FEES ARE DUE UPON ACCEPTANCE TO THIS FAIR.**

**NON-PROFIT - 100%**      6' space (rm 114)      \$20 each      # of spaces requested \_\_\_\_\_ = \$ \_\_\_\_\_

**NON-PROFIT / FOR PROFIT MIX**      6' space (rm 114)      \$30 each      # of spaces requested \_\_\_\_\_ = \$ \_\_\_\_\_

**FOR PROFIT**      6' space (rm 114)      \$40 each      # of spaces requested \_\_\_\_\_ = \$ \_\_\_\_\_

*I have reviewed and agree to all exhibitor guidelines for this fair. I have provided a full and accurate overview of the items I plan to sell. I acknowledge that offering items not described in this application may result in forfeiture of my booth space without refund. I understand that the City of Greenbelt is not liable for theft or damage to any of my goods or personal belongings, and that the City is not liable for any personal injury which I may incur in the course of setting up, operating, or taking down my display. I acknowledge that acceptance to this fair is not guaranteed, and that the decisions of the Recreation Department regarding acceptances and booth space assignments are final and not subject to appeal.*

\_\_\_\_\_  
Exhibitor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
MD tax identification number

\_\_\_\_\_  
Check here if  
in need of tax number

*For staff use only: ACTIVITY # 483202-2*

Date notified of receipt: \_\_\_\_\_ Early Acceptance: \_\_\_\_\_ Deferral: \_\_\_\_\_ Standard Acceptance: \_\_\_\_\_ Waitlist: \_\_\_\_\_ Decline: \_\_\_\_\_