



## Winter Arts & Crafts Fair Vendor Participation Agreement

**Event Date: Sunday, December 8, 2024, from 11 AM to 3 PM**

Thank you for your interest in the Perry Hall High School PTSA (PHHS PTSA) Winter Arts & Crafts Fair. All vendors must apply and be accepted to participate. By submitting an application and purchasing a space, vendors agree to abide by the following terms and conditions:

### 1. Event Regulations

**Appropriate Content:** PHHS PTSA reserves the right to refuse the exhibition of materials deemed inappropriate for a PTSA/school-sponsored event. Note that Baltimore County Public Schools (BCPS) regulations prohibit the presence of alcohol or tobacco on school property.

**Food Sales:** No food products for consumption on the premises may be sold or provided as samples.

**Handcrafted Items Only:** All items sold must be handcrafted by the vendor. Mass-merchandised or buy/sell items are strictly prohibited. Exceptions apply to items sold by dealers or representatives of direct-sales companies.

**Prohibited Items:** Flea market items, candles, votive candles, or any other open flames are not allowed. Electric cooking appliances such as hot plates and griddles are also prohibited.

### 2. Space Allocation and Setup

**Booth Sizes:** Booth spaces are available in small (6'x8' or 8'x6'), large (8'x10' or 10'x8'), and extra-large (8'x14' or 14'x8'). The longest side will generally face the aisle for maximum visibility. Vendors may reserve up to two adjacent spaces.

**Tables and Chairs:** Vendors must bring their own tables, chairs, and displays. A limited number of 6' tables and chairs are available for rent, which must be reserved and paid for in advance.

**Prohibited Structures:** Tents, EZ-Ups, or similar structures are not permitted.

**Space Reservation:** Spaces are reserved on a first-come, first-served basis. **Reservation of a space does not guarantee acceptance as a vendor.** The Craft Fair Coordinators will confirm acceptance and space reservation via email after payment is processed.

**Setup Instructions:** Setup begins at 8:45 AM on the day of the event. Vendors will receive detailed unloading instructions the week of the event. All vehicles must be moved to the designated parking area after unloading.

**Late Arrivals:** **Vendors who have not arrived by 10:30 AM may forfeit their space without a refund and be prohibited from participating in future events.**

**Display Requirements:** Vendors must have their displays fully set up by 10:45 AM and maintain their setup until the event concludes at 3 PM. **Early breakdowns are not permitted.**

### 3. Event Conduct and Cleanup

**Space Boundaries:** Vendor spaces will be marked with painter's tape, which must remain intact throughout the event. All items must stay within the designated area.

**Cleanup:** Vendors are responsible for cleaning their spaces and vacating the premises by 4 PM. No exceptions!

**Respectful Behavior:** All participants are expected to conduct themselves in a respectful manner towards other vendors, attendees, and the volunteers running the event. This includes listening to and following the instructions of event organizers and being considerate of the space and needs of others around you. **Disruptive or disrespectful behavior may result in immediate dismissal and a ban from future participation.**

### 4. Cancellation and Refund Policy

**Cancellation by Vendor:** If a vendor needs to cancel, the PHHS PTSA will attempt to fill the space from the waiting list. If successful, 50% of the registration fee (minus PayPal fees) will be refunded after the event. **Cancellations must be made via email before November 17, 2024. No refunds will be provided for cancellations after this date.**

**Event Cancellation:** If the event is canceled due to BCPS policies (for example: cancellation due to snow) and not rescheduled, registration fees will be refunded (minus PayPal fees).

### 5. Liability and Indemnification

**Liability Waiver:** By participating, vendors release, waive, discharge, and covenant not to sue Free State PTA, PHHS PTSA, Perry Hall High School, their agents, volunteers, and officers for any and all liability, claims, demands, actions, and causes of action arising out of or related to any loss, damage, or injury, including death, sustained by the vendor or their property while participating in the event.

**Assumption of Risk:** Vendors acknowledge the risks involved with participating in the event and voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death, caused by their participation.

**Indemnification:** Vendors agree to indemnify and hold harmless PHHS PTSA, its agents, volunteers, and officers from any loss, liability, damage, or costs, including legal fees, arising from their participation in the event.

**Insurance:** PHHS PTSA does not provide insurance coverage for vendor participants. Vendors are encouraged to review their own insurance policies.

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**Communication Note:** The Craft Fair is a volunteer-run event. **For any inquiries or assistance, please email the Craft Fair Coordinators at [coordinator@perryhallcraftfair.org](mailto:coordinator@perryhallcraftfair.org).** Please do not contact Perry Hall High School directly, as they are not involved in event planning.

**Acceptance of Terms:** Purchasing a space constitutes acceptance of these terms and conditions. The vendor acknowledges their understanding of the terms and voluntarily agrees to comply with all the requirements.