



## Vendor Terms and Conditions

**Location:**

Maryland Public Television Studios  
11767 Owings Mills Blvd  
Owings Mills, MD 21117

**Phone:** 410-581-4071

**Event Date:** Saturday, November 19, 2022

**Event Summary:** The 2022 MPT Flea Market and Bazaar will take place in Owings Mills (11767 Owings Mills Blvd.) at Maryland Public Television ("MPT") Studios.

The MPT Flea Market and Bazaar is an event organized by the MPT Foundation Inc. (the "Foundation") a 501 (c)(3) non-profit organization that supports MPT.

The MPT Flea Market and Bazaar is free and open to the public. The MPT Flea Market and Bazaar, a gathering of vendors and crafters, drew more than 1200 visitors in 2019. The Foundation does not collect any commission on exhibitor sales, only a \$60 donation per space which benefits the Foundation.

**General Information:** Each Space is \$60 and includes an 8' x 8' area located within the MPT studios. A limited number of outside spaces are also available. Outside vendors must provide their own 10'x10' tent or mobile shop. Spaces are assigned by a selection committee to ensure a varied selection for shoppers. All vendors are required to bring their own display materials such as tables, chairs, shelves, signage, etc. Vendors are not required to give the Foundation a percentage of sales. Approved vendors will be notified via email and will be charged to the credit card on file with their application. Details containing set up information and space assignments will be emailed to all approved vendors within 2 weeks of the event. Participating vendors should be prepared to load in on Friday, November 18 between noon and 7pm or Saturday, November 19 between 6am and 7:30am.

**Waitlist Information:** Vendors are pulled from the waitlist based on space availability and the vision of the MPT Flea Market and Bazaar organizers for a successful event. Inclusion in the MPT Flea Market and Bazaar is at the discretion of the Foundation.

**Please read the following terms and conditions.**

**Acceptance of these terms is necessary for inclusion in the Flea Market & Bazaar.**

**Vendors may not set up without this signed sheet.**

## MPT Flea Market & Bazaar Vendor Terms and Conditions

**Agreement:** By signing you are agreeing that a representative will be present at and operate your vendor space from 8am to 2pm on Saturday, November 19, 2022 at MPT. If a vendor does not show or does not give proper notification to event organizers, they will be prohibited from participating in all future MPT events and additional fines may be applied.

**Set Up:** Set up times will be pre-assigned. Upon arrival for set up, vendors must check in to receive space assignment, vendor credentials, and parking information. All vendors must be set up and ready for shoppers by 7:30am on Saturday, November 19, 2022. Doors will open at 8am sharp.

**Breakdown:** Breakdown can start no sooner than 2pm on Saturday and only after attendees have left the event area. Vendors will be notified when they are allowed to start the breakdown process. All items must be packed before your vehicle is brought to the loading area. Vendors must take all items, including trash with them. A fine may be applied if a vendor does not properly clean up their space. Please be patient as we anticipate breakdown to be crowded and take some time. All vendors must be completely packed by 3:30pm. The building closes at 4pm.

**Space Details:** All display items must be provided by the vendor. Vendors are responsible for setting up and breaking down all items in their space. Vendors must ensure that all display items (equipment, merchandise, signage, etc.) fit within their assigned space – materials cannot interfere with other spaces or walkways. Booth spaces and products should be attractively displayed and business conducted in an orderly and businesslike manner. Vendor spaces have been pre-assigned, based on available space and the type of merchandise the vendor is selling. No space switching among vendors will be permitted.

**Sales & Taxes:** Vendors are responsible for conducting all of their sales. The Foundation will not take a commission of sales. Vendors are responsible for collecting and reporting sales tax. For more information, please contact the Maryland State Comptroller's office at 410-260-7980.

**Refunds:** The Flea Market & Bazaar is one of the many fundraising events organized by the Foundation to support MPT. Your contribution to this event is greatly appreciated and helps provide funding for the programs that enrich the lives of Marylanders and beyond. As such, no refunds will be issued.

**Insurance:** Vendors are solely responsible for securing appropriate insurance to cover his/her operations, including storage at an on-site location if provided by the Foundation in such amounts, as participant may deem necessary. Neither the Foundation nor MPT has any responsibility for any damage or loss of property of the Participant. Participants who do not carry a business Insurance policy, are encouraged to consider a one day or multi-day event insurance for purposes of performing at the Event, which can be obtained from a qualified insurance company. Any food sold must be prepared and sold within the guidelines of the Baltimore County Fire and Health Departments, including any necessary permits.

**Failure to perform:** The Foundation reserves the right to remove any vendor that does not comply with the rules and regulations set forth in this document. Additionally, if the Foundation deems a vendor's conduct or items for sale to be inappropriate, the vendor will be asked to pack up and leave immediately.

**Release and Indemnification:** Vendor waives, releases, and discharges MPT, the Foundation and their employees, agents, directors, and commissioners from any and all liability, including but not limited to, any personal injury, property damage, property theft, or actions of any kind which may arise as a result of Vendor's conduct or participation in the Flea Market & Bazaar. Vendor agrees to indemnify and hold harmless MPT, the Foundation their employees, agents, directors, and commissioners from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to their participation at the Flea Market & Bazaar.

I, \_\_\_\_\_, have read, understand and agree to the terms and conditions outlined above.

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Signature

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Date