



Annual Spring Farm Festival

Saturday, May 5, 2018
from 11:00 a.m. - 4:00 p.m.

Vendor Information & Rules

We are pleased to host our annual Spring Farm Festival event at the Alice Ferguson Foundation's historic farm located in Accokeek, Maryland! Spring Farm Festival promises to provide a day of demos, live music, visits with barnyard animals, vendors, and activities for the kids! We expect to host a number of vendors with a wide variety of options and prices, and 200-400 visitors. You can apply by returning our printed form by email, mail, or by completing our [online application form](#) (*preferred*). Vendor fee is \$25.

What to sell?

Spring Farm Festival welcomes local products, arts and crafts, plant sales, educational exhibits and demos, as well as small batch pre-packaged food. If you're not sure if your merchandise or exhibit fits the event, send an email to Brenda Wright at bwright@fergusonfoundation.org.

Acceptable Items

- Local crafts, stationary, artisanal gifts
- Handmade jewelry & accessories
- Locally sourced products
- Vintage, or handmade household and garden items
- Artwork, crafts, woodworking
- Small batch pre-packaged food
- Plants
- Nature, animal, science or environmentally themed products or demos
- Historic or cultural themed products or demos

Unacceptable Items

- Anything wholesale purchased with the intention of resale.
- Guns, ammunition, fireworks, flammables, or weaponry of any kind.
- Toy guns or toy weaponry of any kind (historic demos okay)
- This is a family-friendly event. Any vendor selling or displaying offensive materials will be asked to leave.

PRESENTATIONS & DEMOS?

Interested in doing a DIY presentation, talk, or demo? Let us know. Vendor fee may be waived for educational exhibits.

FESTIVAL VENUE

Spring Farm Festival will be hosted at Alice Ferguson Foundation's historic Hard Bargain Farm. Within sight of Washington DC and located on the shoreline of the Potomac River, the location boasts a spectacular views to the river and a scenic escape from the rush of everyday life.

ABOUT THE ALICE FERGUSON FOUNDATION

There's a special place in Maryland that touches the lives of more than 10,000 students and thousands of community members each year. We have the privilege of sharing the wonder and excitement of the farm,

woodlands, wetlands, and waterways of the Potomac River watershed with students, teachers, and friends every year at our 330-acre farm and in national and state parks in the region. Since 1989, we have also organized the annual Potomac River Watershed Cleanup; over the last 30 years, more than 90,000 volunteers have teamed with 400 partner organizations to haul more than 3 million tons of trash from the watershed. Our mission is to connect people to the natural world, sustainable agricultural practices and the cultural heritage of their local watershed through education, stewardship and advocacy.

SELECTION PROCESS

Once a complete online application is received, Alice Ferguson Foundation staff will review the submission and contact the applicant within 14 days. Applications with clear, detailed descriptions will receive first choice. Because of limited space, we will only be able to accommodate about 35-40 vendors. Others will be placed on a wait list and will be notified in the event of cancellations. You may be contacted with questions or requests for additional photos during this time. Once notified of acceptance via email, you will be directed to pay the non-refundable vendor fee through an online link or by mailing a check. Booth fees must be paid in full within 14 days of acceptance notification or before the event, whichever comes first. Please note that our staff reserves the right to change any vendor's exhibit location at any time.

CONNECT WITH US

Alice Ferguson Foundation's Spring Farm Festival is publicized in local events calendars and online. In addition, flyers and other printed materials are distributed throughout the community. Please contact socialmedia@fergusonfoundation.org for additional information or if you would like to help spread the word about the event.

OUR WONDERFUL VOLUNTEERS

Volunteers help with parking, admissions, children's activities, trash, clean up, and more! Please consider donating a small gift from your booth to give to the volunteers that work the event. We invite you to deliver the gift to the Alice Ferguson Foundation's welcome table at any time during the event (leave your business card with the gift). You will receive an acknowledgement letter (for tax purposes).

DETAILED SPACE INFORMATION

All vendor spaces are outdoors. Vendors are responsible for their own set-up and teardown. You may temporarily park your car adjacent to your space for unloading/loading, but vehicle must then be moved to parking field. Standard spaces are 10' x 10' and non-invasive weight system are encouraged; no tying of your display to trees or shrubs. Generators are not allowed. Because of the rural location, data internet may be intermittent or minimal. Consider bringing your own hotspot or setting up your sales system to work offline. **Please note: you are responsible for bringing your own chairs, tables, tent, cart and/or dolly.**

FESTIVAL RULES

- The Alice Ferguson Foundation is committed to presenting a broad selection of items and educational demos in line with its mission statement of connecting the public with nature and the local heritage of the area. Festival rules have been established to ensure quality festival experience for everyone. By applying, you agree to abide by the rules, policies and decisions of the Alice Ferguson Foundation.
- As part of our commitment towards the environment, we strongly encourage all vendors to be as trash free as possible during the event. Food and drink vendors are encouraged to provide recyclable or compostable food containers and utensils.
- Vendor must be present during the complete event. Failure to follow this rule makes vendor ineligible for admission to future Alice Ferguson Foundation events.
- Vendor shall exhibit only works typified by their photos and/or descriptions.
- Banned items for sale include but are not limited to: Food items (candy, cookies, soft drinks, coffee, etc.); firearms; fireworks; illegal or offensive items; dangerous or vicious animals; drugs and/or drug paraphernalia; and alcoholic beverages. If in doubt about your product, contact us.
- The exhibit space does not provide easy access to electricity or internet – please plan your table, exhibit or demo with that in mind. If you do need electricity or wifi, please let us know during the application process.

- Vendors should obtain adequate insurance. The Alice Ferguson Foundation accepts no responsibility for any loss to vendors for any reason.
- Vendors are responsible for their children. Children should always be accompanied by an adult.

CARS & PARKING

During set-up times, vendors may park their cars in approved locations to unpack/pack. Once you have unpacked your car, you must immediately move it over to the parking field. This frees up room for another vendor to unpack/pack. ALL CARS must be moved to the parking field by **10:45 AM**.

RAIN DAY POLICY

Spring Farm Festival is a Rain or Shine outdoor event. Organizers will contact you by end of day Thursday the week of the event in case of forecasted rain to confirm whether you are still interested in participating in the festival. Vendor fee is non-refundable.

PHOTO/MEDIA RELEASE

By submitting this application, you assent that the Alice Ferguson Foundation has your permission to reproduce your work or likeness, through the images you have submitted, for the purpose of promoting, advertising, and marketing Spring Farm Festival. The Alice Ferguson Foundation also has your permission to capture and publish photographs or video taken of you, your exhibit and your work, during Spring Farm Festival for purposes related to promotion of Spring Farm Festival and Alice Ferguson Foundation events, past or future.

EVENT SCHEDULE

Application	<i>Application period will remain open until festival is full!</i>
Saturday	8:00 - 10:15 AM – Exhibit Set-Up
	10:15 - 10:45 AM – all cars must be moved to Parking Field
	11:00 AM - 4:00 PM – Spring Farm Festival OPEN to Public
	5:00pm – Exhibit break-down

THANK YOU

This event is one of our many important outreach and community engagement efforts. Thank you for your interest in being a part of this special event. We know that it takes a great deal of energy and time and we hope you enjoy the day and experience!

Questions? Contact bwright@fergusonfoundation.org.

Mailing Address: Alice Ferguson Foundation, 2001 Bryan Point Road Accokeek, MD 20607



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from 11:00 a.m. - 4:00 p.m.

Vendor Application

The Festival will happen rain or shine. Setup/break down times: **8 a.m. / 5 p.m.** (Arrangements can be made if you would like to get here earlier.) You can submit the [application form online](#) (preferred) or by mail to *Alice Ferguson Foundation, 2001 Bryan Point Road, Accokeek, MD, 20607*. Contact bwright@fergusonfoundation.org with any questions.

Please print.

Your name: _____

Your address: _____

Business name: _____

Phone: _____ E-mail: _____

Web site address: _____

Describe type of item(s) for sale. _____

The spaces are 10'x10' at \$25.00. How many spaces would you like? _____ \$ _____

There is no electricity and you must provide your own chairs and tables for this event. Fee is non-refundable. Please let us know if you have any special needs. We cannot guarantee a certain spot.

I have read the event Vendor Information sheet. I agree to take full responsibility for my person and merchandise. I will not hold the Alice Ferguson Foundation/Hard Bargain Farm Environmental Center or any individual(s) associated with the Spring Farm Festival responsible for any damage or injury, theft, incident, damage or liability of any kind. I realize that the event will take place outdoors rain or shine.

Signature: _____ Date: _____