



GENERAL RULES AND INFORMATION:

- Exhibitors must **provide their own display/booth materials/equipment, to include tables, chairs, cloths, backdrops, etc.**
- **Spaces** will be available on a *first- applied basis*. Each space size is 8'x8' for a cost of \$40.00. The site plan is not available in advance and therefore no pre-assigned spaces will be provided. Each Vendor space shall be identified by an assigned Booth #.
- **Electricity:** Please indicate if you require electricity. Spaces with electricity are limited and will be available on a first-applied basis. Electricity will be limited to one outlet. Extension cords and lights are not provided. Vendors agree to not overload the outlet by attachments. An additional fee of \$5.00 is required for the electric during Marketplace.
- **No tape** 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** will be between 7 and 9:00 am.
- **Event time** is 10 am to 4 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 the 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.
- **Break down** is 4 pm to 5pm. All vendor materials and set up **MUST** be totally cleared from premises by 5 pm.
- **No breakdown of vendor's space before 4pm.**
- **Parking and Unloading:** Parking is free on premises. All vendors are to leave parking spaces near the entrance to the school available for customers to the event. Vendors will be able to drop off their supplies and set ups as close to the entrances as is available, but should move their vehicles to the parking lot as soon as possible to allow other vendors to do the same. Volunteers will be available to assist vendors to unload and carry items inside.

VIKING BACKERS BOOSTER CLUB APPRECIATES YOUR COOPERATION AND PARTICIPATION!



Questions? Email Lisa Scarbath Lscarbath@gmail.com
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