



Chestertown HP Festival's Wizarding Weekend Vendor Manual

Garfield Center for the Arts at the Prince Theatre
210 High Street | Chestertown MD 21620

Chestertown HP Festival Contacts
info@chestertownhpfest.org
vendors@chestertownhpfest.org

Dear Vendor,

Thank you for your participation in The Chestertown HP Festival's Wizarding Weekend scheduled for **October 14 & 15, 2022** – rain or shine! This vendor manual contains vital festival information, parking options, additional services and festival rules and guidelines designed to increase the productivity of your experience. By submitting a vendor application you are agreeing to all of the terms and conditions, rules and regulations as outlined in this vendor agreement.

Date & Times

Saturday, Oct 15

10:00am - 4:00pm

Set Up/Break Down Times

Set Up: 7am - 9am

Break Down: 4pm - 6pm

Location:

Chestertown, MD 21620

Artisan Vendors (Sat):

Vendors and activity booths will be located along the 200 block of High Street and Memorial Plaza.

Wand Vendors (Sat):

Robert Ortiz Studio

Chestertown Wand Maker's Co-Op

207 S Cross Street

Activities:

High Street

Food Vendors & Trucks (Sat):

High Street & Memorial Plaza

Contact:

vendors@chestertownhpfest.org

PLEASE READ THROUGH THIS DOCUMENT CAREFULLY AS THERE ARE CHANGES FROM PREVIOUS YEARS.

The Chestertown HP Festival's Wizarding Weekend is organized by the Garfield Center for the Arts and community volunteers as a celebration of the spirit of Harry Potter and an opportunity to promote our local community and its arts. Warner Bros. Entertainment and JK Rowling are not associated with or responsible for the festival in any way.



Chestertown HP Festival's Wizarding Weekend Vendor Manual

Garfield Center for the Arts at the Prince Theatre
210 High Street | Chestertown MD 21620

Chestertown HP Festival Contacts
info@chestertownhpfest.org
vendors@chestertownhpfest.org

RULES & REGULATIONS

Vendor Registration

All vendors must complete the Vendor Application Form. This Application can be found on the festival website www.chestertownhpfest.org. Space is limited at our festival so it is advised to submit your application and payment ASAP to reserve your spot. All applications are subject to approval.

Booth Fees:

Booth Fee Schedule for ALL Vendors (includes food & drink):

Regular (closes July 31) \$75

Additional Booth \$30

***additional booth space required to sell wands. Wands are only permitted to be sold at Robert Ortiz Studios.**

Upon submission of your application you will receive a confirmation email with payment options. Your space is not confirmed until we have received your payment. Approval is at the sole discretion of the committee. If your application is not approved you will receive notification and a full refund of your booth fee.

Friday Event (Food Trucks Only):

October 14

5pm – 930pm

Food trucks participating on Friday will be located near the Garfield Center for the Arts (210 High Street). **Low noise generator required.**

Food Vendors:

All vendors sampling or serving food **MUST apply for a Temporary Food Permit from Kent County Health Department** (unless you have an existing Kent Co. permit).

Go to <http://kenthd.org/environmental-health/> and fill out a Temporary Food Permit Application. Contact Erika Hercher at erika.hercher@maryland.gov with questions.

All food vendors are subject to inspection by the Health Department

All cookers and smokers must be 10 feet away from their tents and each food vendor must provide a Class K Fire extinguisher for their booth space.

The Chestertown HP Festival's Wizarding Weekend is organized by the Garfield Center for the Arts and community volunteers as a celebration of the spirit of Harry Potter and an opportunity to promote our local community and its arts. Warner Bros. Entertainment and JK Rowling are not associated with or responsible for the festival in any way.



Chestertown HP Festival's Wizarding Weekend Vendor Manual

Garfield Center for the Arts at the Prince Theatre
210 High Street | Chestertown MD 21620

Chestertown HP Festival Contacts
info@chestertownhpfest.org
vendors@chestertownhpfest.org

Wand Vendors:

All vendors selling wands are placed in the Chestertown Wand Co-Op. This is a unique opportunity as the location is specifically marked on our map.

Vendors wishing to sell merchandise other than wands must purchase additional booth space near High Street and Memorial Plaza

Craft vendors are NOT permitted to sell wands.

Equipment

All Vendors are responsible for providing their own tent, table and chairs. These must fit in the allotted 10x10 space. The festival is rain or shine (no refunds).

Set Up

You will receive a booth number and location and an ACCESS PASS one week before the event. The 200 block of High Street and Memorial Plaza will be closed to traffic and accessible only from the intersection of Cross and High. You must display your access pass to gain entry. Load in between 7:00 and 9:00 a.m. (no earlier). No vehicles will be allowed on the closed streets after 9:00 a.m.

You may not park in loading zone after 9:00am or your car will be subject to towing.

FOLLOW THE LOADING/ UNLOADING SIGNAGE

DO NOT park/ or load and unload from Park Row. These spaces are reserved for the morning Farmers Market.

NO SET UP on Friday evening.

Break Down

Between 4:00 and 6:00 p.m., the street will reopen to vendor vehicles. Enter High Street at Cross Street and display your ACCESS PASS to gain admittance.

Parking

Street parking in Chestertown is free, and public lots are available at the County Courthouse (103 N. Cross Street), the foot of High Street by the Chester River, and in the 200 and 300 blocks of Cannon Street. DO NOT Park on Park Row next to Fountain Park; these slots are reserved for weekly Farmers Market vendors.

The Chestertown HP Festival's Wizarding Weekend is organized by the Garfield Center for the Arts and community volunteers as a celebration of the spirit of Harry Potter and an opportunity to promote our local community and its arts. Warner Bros. Entertainment and JK Rowling are not associated with or responsible for the festival in any way.



Chestertown HP Festival's Wizarding Weekend Vendor Manual

Garfield Center for the Arts at the Prince Theatre
210 High Street | Chestertown MD 21620

Chestertown HP Festival Contacts
info@chestertownhpfest.org
vendors@chestertownhpfest.org

Wand Vendors have access to preferred parking outside Robert Ortiz's Studio

Electricity

Electricity is extremely limited and will be reserved based on the date your vendor application is completed and booth fee paid in full.

Vendor Booth Rules

The Chestertown HP Festival's Wizarding Weekend **DOES NOT allow the sale of ANY unlicensed Harry Potter merchandise.** Please educate yourself with copyright laws and trademark infringement and comply with the law.

All vendors will receive a booth number. Vendors must set up in the location of their booth number and must stay within their allotted 10x10 space.

Any demonstrations, activities or displays that result in the obstruction of aisles or prevents access to neighboring booth are subject to removal. Be respectful and conscious of your booth neighbors.

Security

Please report any issues of theft or damage to The Chestertown Police Department at (410) 778-1800.

Liability

The Chestertown HP Festival's Wizarding Weekend, and its representatives/volunteers will NOT be responsible for any injury, loss or damage that may occur to the vendor or their property. The vendor assumes full responsibility and liability resulting directly, indirectly or jointly from other causes that arise because of the actions or omissions of its agents, employees or independent contractors.

NOTE: All vendors are responsible for their own physical well-being. Please be careful during set up and tear down and during the event. Be aware of your surroundings.

Call 911 for an emergency.

The Chestertown HP Festival's Wizarding Weekend is organized by the Garfield Center for the Arts and community volunteers as a celebration of the spirit of Harry Potter and an opportunity to promote our local community and its arts. Warner Bros. Entertainment and JK Rowling are not associated with or responsible for the festival in any way.