

PREPARE

for the

FAIR

OPEN THREE
LONG
WEEKENDS

AUG 24-27 • AUG 31-SEPT 4 • SEPT 7-10 2023

The
MARYLAND
STATE FAIR

PRESENTED BY



TOYOTA

MARYLANDSTATEFAIR.COM





2023 Vendor Handbook

Maryland State Fair & Agricultural Society Inc.

Website:

www.MarylandStateFair.com

Mailing Address:

PO Box 188

Timonium, MD 21094

Physical Address:

2200 York Rd.

Timonium, MD 21093

Director of Sales: Jeremy D'Angelo

Office Phone: 410-252-0200 ext 233 (Non-Fair)

Cell: 386-785-7905 (During Fair)

Email: jdangelo@marylandstatefair.com

Departments

D. Andrew Cashman
General Manager

David Gordon
Assistant General Manager

Rebecca Ensor-Williams
Director of Operations

Edie Bernier
Director of Publicity

Terence Warner
Director of Finance

Don Denmyer
Director of Facilities



The MARYLAND STATE FAIR

PRESENTED BY



TOYOTA

Welcome

On behalf of the Maryland State Fair, I want to welcome you as a vendor. It is my honor and privilege to work for one of the best state fairs in this nation and with all of its vendors (you). We are ecstatic for the 2023 Maryland State Fair to be held August 24-27, August 31-September 4, & September 7-10. Your interest and participation as a vendor or concessionaire are appreciated.

The purpose of this manual is to furnish you with information that should be helpful if you are a returning vendor or deciding whether or not you would like to apply. For those readers who are already committed to attending our fair this year, we are glad that you have decided to return. You will not be disappointed.



After reviewing this document, if you have any questions, please feel free to contact me by e-mail at jdangelo@marylandstatefair.com or call at 410-252-0200 ext 233 (office) or 386-785-7905 (cell). Your questions and comments are always welcome. Welcome to the Fair!

Thank you,
Jeremy D'Angelo
Director of Sales
Maryland state Fair
jdangelo@marylandstatefair.com



About the Maryland State Fair

The Fair has resided at its current location in Timonium, MD since 1879 and is committed to promoting Maryland Agriculture and serving as a community celebration for all Marylanders. The Maryland State Fair & Agricultural Society Inc. is a 501(c)(3) governed by a 31-member Board of Directors, meeting on a quarterly basis. The day to day operations are overseen and coordinated through the General Manager and a year-round staff of 20+ individuals.

Close to 5,000 Marylanders annually enter and exhibit 22,000+ animals, produce, food products, handmade crafts, and art for judging. With the Fair's focus on agriculture education, The Birthing Center, Milking Parlor, U Learn Center, and U Learn Food and Fiber offer a Maryland farm experience to all attendees, while the Maryland Foods Pavilion showcases local culinary treats. The Maryland State Fair showcases the excellence in 4-H and FFA individual and team projects and programs, and serves as the statewide arm in youth networking and potential career development.

The annual Fair also serves as a regional gathering, drawing guests from Maryland, West Virginia, Virginia, Pennsylvania, Delaware, and from many other states across the country. The Fair boasts seven days of horse racing, a top-notch carnival provided by Deggeller Attractions, over 100 vendors, and dozens of free entertainments, including the Celebrity Milkshake Contest, Lumberjack Show, Strolling Piano, Parakeet Encounter, Racing Pigs, and more. In 2022, the Fair moved toward a three-weekend model, and welcomed 588,120 guests over a 13-day period.

Vendor Pricing

All indoor booth spots are located inside the Exhibition Hall, next to the Midway. Outdoor spots are available, but are extremely limited.

2022 INDOOR Vendor Pricing

10'x10' Indoor Booth - \$2,000

Additional 10'x10' add-ons - \$1,000 each

Examples:

- 20'x10' indoor spot is \$3,000
- 20'x20' indoor spot is \$5,000

2022 OUTDOOR Vendor Pricing

10'x10' Outdoor Booth - \$4,000

Additional 10'x10' add-ons - \$1,000 each

Examples:

- 20'x10' outdoor booth is \$5,000
- 20'x20' outdoor booth is \$7,000



Vendor Checklist

Renewals

2022 vendors who are invited to return may do so through the online portal by March 1, 2023. Vendors will receive an email with a link to the portal when it is ready.

New Vendors

New vendors may apply through the online portal at any time. However, their applications will not be reviewed or accepted until March 1, 2023.

Vendor Application Process

1. APPLY FOR A VENDOR SPOT THROUGH THE ONLINE PORTAL.
 - a. https://eventhub.net/events/2023-Maryland-State-Fair_4239
2. SIGN DIGITAL CONTRACT IN THE ONLINE PORTAL AND PAY DEPOSIT
 - a. Vendor agreement must be signed and deposit must be paid within 30 days of initial acceptance as a vendor. Failure to do so will result in revocation of offer at the Fair's discretion.
 - b. Acceptance as a vendor is not final until the vendor agreement is signed by both the vendor and the Fair.
 - c. Deposit is \$500 per vendor.
3. SEND FINAL PAYMENT TO THE FAIR (Due by July 1, 2023)
 - a. Include balance of space payment, as well as any fees not previously paid (WIFI, extra admission passes, etc).
 - b. Payments can be made via credit card in the online portal (preferred) or via check. Checks must be received by the due date.
 - c. If all fees due are not received by the Fair on or before the due date(s) indicated on the contract, your Vendor Agreement may be revoked and your space and funds paid to date shall be considered forfeited.
 - d. Failure to pay by the due date may result in disbarment of future participation.
4. SEND PROOF OF LIABILITY INSURANCE TO THE FAIR (Due by July 1, 2023)
 - a. Sponsor will obtain standard general liability insurance coverage in the minimum amount of \$1 million per occurrence and will name the Fair and others specified by the Fair as additional insureds under that policy. Sponsor shall provide full coverage additional personal property insurance for all property, including but not limited to: computer and video equipment, machinery, vehicles, etc.



- b. Sponsor will provide Fair with a Certificate of Insurance in a form and with such coverage satisfactory to the Fair by July 1, 2023.
- c. The name on your license agreement and the name on the Certificate of Liability Insurance must match in order to be considered in compliance.

5. SUBMIT REQUIRED LICENSING INFORMATION

- a. It is the Vendor's responsibility to ensure that all relevant regulations are followed and all necessary steps are taken for business operation.
- b. Ensure Sales Tax License is on file with Maryland Comptroller
 - i. Apply for temporary license if needed
- c. If selling beer, wine, liquor, etc. ensure liquor license is filed and up to date.
- d. If selling food, ensure all food permits have been submitted to the Baltimore County Health Department.
 - i. <https://www.baltimorecountymd.gov/departments/health/environmental/food-program/>

**Check-In:**

Indoor exhibitors should check in at Exhibition Hall.

Outdoor exhibitors should call Jeremy D'Angelo at 386-785-7905 one hour prior to arrival.

Set-Up Days & Times:

Tuesday, August 22: 8am - 4pm

Wednesday, August 23: 8am - 6pm

Thursday, August 24: 8am - 4pm

Operating Hours:

Exhibits must be open and staffed each and every day at published opening and closing times during the annual Event. The Fair reserves the right to adjust the closing time based on certain conditions i.e. attendance, weather, etc. Failure to open exhibit on time and/or to fully staff exhibit until the appointed closing time shall be considered a material breach of the License Agreement and may be cause for non-renewal and/or cancellation and removal of violator's exhibit during the course of the Fair.

Thursday, August 24: 5pm - 8pm

Friday, August 25: 10am - 8pm

Saturday, August 26: 10am - 8pm

Sunday, August 27: 10am - 8pm

Monday, August 28: FAIR CLOSED

Tuesday, August 29: FAIR CLOSED

Wednesday, August 30: FAIR CLOSED

Thursday, August 31: 5pm - 8pm

Friday, September 1: 10am - 8pm

Saturday, September 2: 10am - 8pm

Sunday, September 3: 10am - 8pm

Monday, September 4: 10am - 8pm

Tuesday, September 5: FAIR CLOSED

Wednesday, September 6: FAIR CLOSED

Thursday, September 7: 5pm - 8pm

Friday, September 8: 10am - 8pm

Saturday, September 9: 10am - 8pm

Sunday, September 10: 10am - 8pm



Between Weekends:

The Fair will be CLOSED August 28, August 29, August 30, September 5, and September 6 and the Exhibition Hall will remain locked.

During this time, Vendors will ONLY be able to access the Exhibition Hall during the following time periods:

Thursday, September 1: 10am - 5pm

Thursday, September 8: 10am - 5pm

We will make every effort to reduce incidences. However, it is the vendor's responsibility to ensure valuables and items are removed or properly secured.

Tear Down:

Indoor Vendors

Indoor Vendors are not allowed to tear down until after the Exhibition Hall closes at 8pm on Sunday, September 10, 2023. Tear down will end at 10pm that night. Tear down will resume the next day, Monday, September 11 from 8am to 5pm.

Exhibition Hall Tear Down Hours

Sunday, September 10: 8pm-10pm

Monday, September 11: 8am-5pm

Tuesday, September 12: 8am-5pm

All materials must be removed from the Exhibition Hall by 5pm on Tuesday, September 11.

Outdoor Vendors

Outdoor Vendors may not tear down their booths until the Fair closes on Sunday, September 10. Fair closure is not set in stone and is only official once the ferris wheel lights are turned off. It is recommended that outdoor vendors wait until Monday, September 11 to tear down their booths. All outdoor vendors must remove their property from the Fairgrounds by Tuesday, September 12 at 5pm.

Outdoor Vendor Tear Down Times

Sunday, September 10: After the Fair closes (Estimated 10pm)

Monday, September 11: 8am-5pm

Tuesday, September 12: 8am-5pm

All outdoor vendors must vacate their spot by 5pm on Tuesday, September 11.

Vendors who choose to tear down their booths on Sunday, September 10 must carry or hand truck materials to their vehicles in the parking lots. NO vehicles will be allowed inside the Fairgrounds or near the Exhibition Hall while the Fair is open and operating.



Admission Passes, Parking Passes, & Credentials:

Company branded shirts, name tags, etc will not grant employees entry into the Fair. Admission passes are required for entrance. Parking passes are required for parking.

Each vendor will be issued the following complimentary worker passes:

- Two (2) season parking passes
- Four (4) Thirteen-Day Season Admission Passes OR Fifty-Two (52) Single Use Admission Tickets.
 - Must note preference on vendor application

Thirteen-Day Season Admission Passes will admit one person each day and can be transferable so that another person can enter on the same season pass another day.

Single-day admission tickets cannot be reused. Tickets are for the sole purpose of supplying your volunteers or employees with entrance to the Fair to conduct business. Additional admission passes may be purchased at a discount.

Single use admission passes are \$10 each for vendors. Season admission passes are \$130 each for vendors. There will be NO REFUNDS or RAINCHECKS for tickets not used under any circumstance.

Unfortunately, due to limited parking, additional parking passes are not available for purchase.

Free parking is available at the Park & Ride MTA Lot and the top four floors of the Kaiser Permanente Parking Garage. The Park & Ride MTA Lot and the Kaiser Permanente Parking Garage are located off Greenspring Drive. Individuals may enter the fairgrounds by crossing the light rail and entering through the Light Rail Gate.

Vendors are encouraged to use a professional looking form of name badge to identify themselves and their personnel while working in or about their space or booth.

Animals:

Pets and emotional support animals are not allowed at the Fair or inside the Exhibition Hall. Legitimate service animals are permitted in accordance with ADA law.

Booth Standards:

Each booth should look professional. Banners with proper hooks can be hung from the rods. Please use professionally printed signs.



Complaints:

All complaints by a Vendor or its agents, including, without limitation, those relating to the License Agreement, the Fair's policies, the Fair's officers, directors, employees, or personnel, or the Fair's other Vendors, shall be in writing, signed and promptly and immediately sent to the attention of the Director of Sales at the Fair office.

Concessions and Beverages:

PEPSI is the EXCLUSIVE Soda and Water (Aquafina) provider for the Maryland State Fair and The Maryland State Fairgrounds. All orders for soda and water MUST be purchased from Pepsi. No other brands are allowed on-site. The contact info for our Pepsi representative can be found below.

Sherry Nelson
Key Account Manager
Sherry.Nelson@pepsico.com
Cell: 240-223-7976
Office: 800-963-2424
Repair: 800-562-6800

Decorating Company:

The Maryland State Fair does NOT provide carpeting, tables, or chairs. However, these items can be rented from our partners at Art Decorating Company. Please contact them for needs such as table, chair, carpet rental, etc. Their phone number is 410-485-1570.

Deliveries:

Packages/parcels may be delivered to the Fairgrounds, one week prior to the start of the Fair. Packages will be delivered directly by UPS/USPS/FedEx/Etc. to the package depot sheds, located next to the Grandstand. Vendors may pick up their packages from the shed at any time. The Fair does not and will not deliver your packages/parcels to your booth. The Fair is not liable for any parcels/packages delivered to and left at the Fairgrounds and is not responsible for notifying the Concessionaire of its arrival.

Electricity:

Each booth will have access to a 120volt, 20amp outlet. Additional power needs must be arranged for in advance with our electrician at an additional fee. You must bring your own extension cords. Please turn off lights in your booth when leaving at night.

Exclusivity:

We will do our best to limit duplicity and too many overlapping items. However, we DO NOT offer category exclusivity. **Exclusivity is a Sponsorship Benefit.** When applying, please be aware that there may be other vendors selling/promoting similar or the same items/products. The Fair is not held responsible, and this will be YOUR choice as a vendor choosing to apply.

**Flames and Candles:**

Flames, candles, and other flames are prohibited, without prior written approval from the Fair.

Giveaways:

Vendors are not permitted to give away food, beverages, stickers, or balloons without prior written approval of the Fair. Example: Branded re-usable water bottles are permitted, but bottled water is not. When in doubt, please ask ahead of time.

Health Department Permit:

If you are cooking/sampling, you must have a Health Dept. Permit.
You must complete the application from the Fair and return it and be added on to their License.

Hotel Partners:

The following hotel partners have graciously offered discounted rates for our vendors and other fair participants. We encourage you to take advantage of these offers during the Fair.

Embassy Suites Baltimore North – Hunt Valley

Address: 213 International Circle Hunt Valley, Maryland, 21030, USA

Room block 8/23/23 - 9/11/23. Room rate is \$99/night+tax for two room suites with 2 queen beds or for two room suite with 1 king bed. Complimentary breakfast included.

Booking Link: <https://bit.ly/EmbassySuitesHuntValley>

Holiday Inn Timonium

Address: 9615 Deereco Rd Timonium, MD 21093

Room block 8/22/23-9/11/23. Double Queen Bed Standard room rate is \$99/night+tax. Rooms can be booked using the link below. The dates can be adjusted by clicking "Change Search" at the top of the page. Please note the link may not work on mobile devices. Room block can only be accessed online via the link below.

Booking link: <https://bit.ly/3k3eZff>

Holiday Inn Express Hunt Valley

Address: 11200 York Road, Hunt Valley, MD 21030

Room block 8/23/23 - 9/11/23. This block has 10 rooms with two double beds for \$89.00/night. Rooms must be booked by 7/31/22 to receive this discounted rate. Rooms must be booked using the link below. Complimentary breakfast included.

Booking link: <https://bit.ly/HolidayInnExpressHuntValley>



Red Roof PLUS+ Baltimore North - Timonium

Address: 111 West Timonium Road, Lutherville-Timonium MD 21093

Save 15% at over 670 Red Roof locations nationwide and save with a discounted rate of \$79.99 at Red Roof PLUS+ Baltimore North - Timonium during the fair dates of August 24th through September 11th. Use VP#523653 when booking online at [redroof.com](https://www.redroof.com) or direct with the hotel to receive this special discount.

Booking link: <https://www.redroof.com/deals/partner/maryland-state-fairgrounds>

Residence Inn Hunt Valley

Address: 45 Schilling Road Hunt Valley, Maryland 21031

Room block available Thursday, August 24, 2023 - Monday, September 11, 2023. Room rate is \$169/night for Studio with 1 King & Sofa bed. Room(s) must be booked using the link below. Complimentary breakfast included.

Booking link: <https://bit.ly/ResidenceInnHuntValley>

Ice Deliveries:

Vendors may order ice to be delivered to their booth through Reddy Ice. Orders must be placed directly with Reddy Ice staff and paid upon delivery of ice.

John Kaendera
Reddy Ice
240-646-6658

Insurance:

Each exhibitor is required to have General Liability Insurance.

Sponsor will obtain standard general liability insurance coverage in the minimum amount of \$1 million per occurrence and will name the Fair and others specified by the Fair as additional insureds under that policy. Sponsor shall provide full coverage additional personal property insurance for all property, including but not limited to: computer and video equipment, machinery, vehicles, etc. Sponsor will provide Fair with a Certificate of Insurance in a form and with such coverage satisfactory to the Fair by July 1, 2023.

Maryland Sales Tax Licenses are REQUIRED:

Under Maryland Sales and Use Tax Law, the retail sale of tangible personal property is subject to the 6% sales tax, unless specific exemptions are available. Vendors are required to have either a permanent Maryland sales tax license, or a Maryland Thirty Day Temporary license at the event. Vendors without a Maryland permanent sales tax account need to contact Maryland Comptroller's Office at 410-767-1543 or 410-767-6961 and apply for a Thirty Day Temporary License.



Non-Compliance:

We reserve the right to suspend the sale of any items or merchandise at any time for any reason. Noncompliance with a management directive will result in expulsion and forfeiture of all payments made to the Fair.

Parking:

Each vendor is provided two complimentary season parking passes. **Unfortunately, due to limited parking capacity, additional passes are unavailable for purchase.**

Typically, Indoor Vendors will be issued passes for Lot G and Outdoor Vendors will be issued passes for Lot C. If handicapped parking is needed for an Indoor Vendor, a request can be made in advance for a Lot F pass.

Free parking is available at the Park & Ride MTA Lot and the top four floors of the Keiser Permanente Parking Garage. The Park & Ride MTA Lot and the Keiser Permanente Parking Garage are located off Greenspring Drive. Individuals may enter the fairgrounds by crossing the light rail and entering through the Light Rail Gate.

Prior to the opening of the Fair, vendors may drive up to the Exhibition Hall or outdoor booth to unload supplies or drop off employees. However, once the Fair opens, all vehicles must be parked in the designated parking lots. The Fair opens at 5pm on Thursdays and 9am every other day (Fridays, Saturdays, Sundays, and Labor Day Monday).

Any vehicles parked inside the gates when the Fair opens, will be towed. Any individuals that park between the Exhibition Hall and the Horse Arena during operating hours, will be towed.

Pipe and Drape:

Each booth will be curtained with 3' high curtains on the sides and 8' high on the backside. Nothing can be pinned on the curtains.

Pop-up Tents:

Pop-up tents are permitted, but must be fire retardant. Tents that are fire-retardant typically have a symbol declaring they have been treated and must be shown to Fair staff.

All tents inside the Exhibition Hall that are excessive in height must be lowered or removed at the discretion of Fair staff.

Outdoor vendors are required to use weights on all tents. Outdoor vendors should lower their tents at night and must dismantle their tents during the weekdays when the Fair is closed to prevent damage to property. Vendors who do not remove their tents will be liable for any damage dealt to Fair property, other vendor property, or to people.

**Pricing:**

All vendors who are selling items, products, or services are required to publicly display their pricing. Refusal to do so will result in removal from the Fairgrounds and forfeiture of any vendor fees paid.

Propane & Fuel:

All vendors needing propane or fuel for their booths are required to purchase their propane and fuel from Tevis Energy.

Referral Program (New for 2023):

Any vendor who refers the Maryland State Fair to a new vendor for the 2023 Fair will receive a \$200 credit towards their 2023 booth space.

In order to receive the credit, the new vendor must designate who referred them on their online application, complete and execute the agreement, pay on time, and successfully fulfil their vendor obligations for the 2023 Fair. If the new vendor does not complete these requirements, the referring vendor will not receive the credit. If the new vendor is removed from the property for any reason, the referring vendor will not receive the credit.

The referring vendor may refer as many new vendors as they may like. However, referral credit may not exceed the cost of referring vendor's 2023 booth and a refund above the vendor's balance WILL NOT be given if an excess of credits are accumulated.

Example A: A vendor whose space balance is \$3,000 may accrue up to \$3,000 in referral credits.

Referring vendors are still required to pay for their booth space in full, prior to the start of the 2023 Fair. Referring vendors will receive the credit in the form of a refund after the conclusion of the 2023 Maryland State Fair. The refunds will be issued in the form of mailed checks and will be mailed to the referring vendors within 30 days of completion of the 2023 Maryland State Fair.

Security:

Exhibitors are responsible for securing items in their booth. It is recommended that cash not be left unattended in the booth. Please cover your items in the booth overnight.

Solicitations:

Solicitations can only be made from an exhibitor's booth. Commercial Exhibitors may not stand in the aisles to distribute materials or encourage people to stop. Repeated violators will be asked to leave.

Subletting:

Subletting of contracted space is prohibited. Exhibitors are not allowed to sell their space to anyone.



Telephone Lines:

For temporary phone service, please contact Verizon at 800-356-2355 at least 2 weeks in advance.

WIFI:

WIFI is NOT included but can be purchased by Indoor Vendors for an additional fee. WIFI should be ordered in advance through the online portal and is \$35.00 for the entirety of the Fair. WIFI codes will be provided inside ticket packets to those that order it to those that purchase it. WIFI will not be prorated.

Outdoor vendors that require internet access are encouraged to procure their own hotpots as WIFI reach is not reliable outside of buildings.