

# 2024 Vendor Handbook

## Maryland State Fair & Agricultural Society Inc.

Website:

[www.MarylandStateFair.com](http://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](mailto: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

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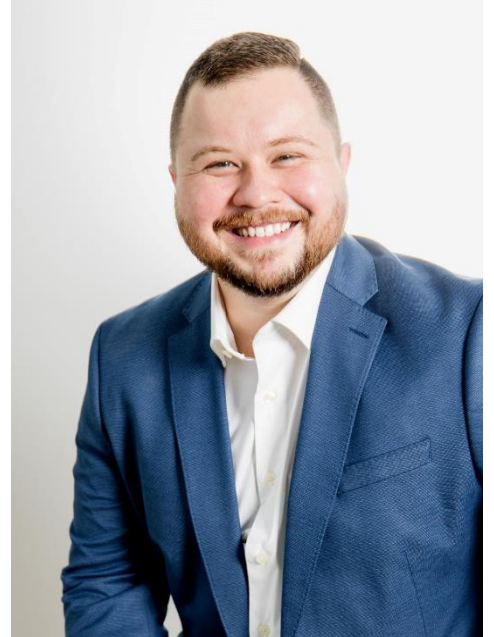
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## Welcome

I am delighted to extend a warm welcome to you on behalf of the Maryland State Fair. It is both an honor and a privilege to be part of such a distinguished event alongside our valued vendors. We are eagerly anticipating the 2024 Maryland State Fair, scheduled to take place on August 22-25, August 29-September 2, & September 5-8.

Despite the weather challenges we faced during the 2023 Fair, including extreme heat and thunderstorms, we are proud to have persevered and delivered an exceptional community event. The 2023 Maryland State Fair welcomed an impressive 518,023 attendees, and we extend our heartfelt thanks to our returning vendors for their invaluable contribution to the success of the fair.

Year after year, we are humbled by the unwavering support of our sponsors, vendors, competitors, and the community. Our fair's rich history is a testament to this support, and with your continued partnership, we aspire to create memorable experiences for our community for generations to come.



I trust that the information provided in the attached manual will be beneficial whether you are a new vendor, a returning vendor, or considering participation in our fair. To those who have already committed to attending this year, we are thrilled to have you back.

Should you have any questions or require further assistance, please do not hesitate to contact me via email at [jdangelo@marylandstatefair.com](mailto:jdangelo@marylandstatefair.com) or by phone at 410-252-0200 ext. 233 (office) or 386-785-7905 (cell). Your feedback and inquiries are always welcome.

Once again, welcome to the Fair, and we look forward to a successful partnership.

Thank you,  
Jeremy D'Angelo  
Director of Sales  
Maryland state Fair  
[jdangelo@marylandstatefair.com](mailto:jdangelo@marylandstatefair.com)



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## Our Mission

Maryland State Fair & Agricultural Society, Inc. is a private 501 (c) (3) non-profit dedicated to supporting agriculture education and preserving and promoting Maryland's agricultural roots by providing competitions and events showcasing Maryland's premier industry, agriculture.

## About the State Fair

Each year, staff, volunteers, and board members spend countless hours planning and preparing for the annual Maryland State Fair. Held at the Maryland State Fairgrounds since 1879, the Maryland State Fair is the largest ticketed event and celebration of agriculture in Maryland.

1. **Rich Agricultural Tradition:** The fair celebrates Maryland's strong agricultural heritage. It showcases livestock exhibits, competitions, and demonstrations, providing attendees with insights into the state's farming and rural communities.
2. **Diverse Entertainment:** The fair offers a wide range of entertainment options, including live concerts, performances, and shows. From country music to rock bands, the fair caters to diverse musical tastes, ensuring there's something for everyone.
3. **Carnival Atmosphere:** The fairgrounds come alive with the excitement of carnival rides, games, and attractions. Families and thrill-seekers alike can enjoy the classic fair experience with a variety of rides and amusements.
4. **Signature Food Offerings:** Maryland is renowned for its seafood, particularly blue crabs. The fair allows visitors to indulge in the region's culinary specialties, including crab dishes, funnel cakes, and other classic fair foods.
5. **Community Engagement:** The fair provides a platform for local communities to come together. It fosters a sense of community by bringing people from different backgrounds to enjoy shared experiences, celebrate traditions, and support local businesses.
6. **Education and Exhibits:** Beyond entertainment, the fair emphasizes education. Visitors can explore educational exhibits on agriculture, horticulture, and environmental awareness, offering an opportunity to learn more about Maryland's natural resources.
7. **Family-Friendly Activities:** The fair is designed to be family-friendly, with activities for all ages. From top-notch animal acts to educational exhibits, there are plenty of opportunities for families to spend quality time together.
8. **Competitions and Contests:** The fair hosts various competitions, including baking contests, photography contests, and livestock competitions. This competitive element adds an extra layer of excitement and engagement for both participants and spectators.
9. **Seasonal Tradition:** The Maryland State Fair is an annual end-of-summer tradition, marking the culmination of the season with a festive atmosphere. It provides a sense of continuity and serves as a beloved event that people look forward to each year.
10. **Continuous Innovation:** The fair organizers continually seek to enhance the visitor experience by introducing new attractions, entertainment acts, and activities. This commitment to innovation helps keep the fair fresh and appealing to a broad audience.

In summary, the Maryland State Fair's success lies in its ability to blend tradition with innovation, offering a diverse and engaging experience that appeals to a wide range of interests. Whether it's the agricultural showcases, entertainment lineup, or the festive atmosphere, the fair has something for everyone, making it a cherished event in the state.



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## **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 20: 8am - 4pm

Wednesday, August 21: 8am - 6pm

Thursday, August 22: 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 22: 5pm - 9pm

Friday, August 23: 10am - 9pm

Saturday, August 24: 10am - 9pm

Sunday, August 25: 10am - 9pm

Monday, August 26: FAIR CLOSED

Tuesday, August 27: FAIR CLOSED

Wednesday, August 28: FAIR CLOSED

Thursday, August 29: 5pm - 9pm

Friday, August 30: 10am - 9pm

Saturday, August 31: 10am - 9pm

Sunday, September 1: 10am - 9pm

Monday, September 2: 10am - 9pm

Tuesday, September 3: FAIR CLOSED

Wednesday, September 4: FAIR CLOSED

Thursday, September 5: 5pm - 9pm

Friday, September 6: 10am - 9pm

Saturday, September 7: 10am - 9pm

Sunday, September 8: 10am - 9pm



### Between Weekends:

The Fair will be CLOSED August 26, August 27, August 28, September 3, and September 4 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, August 29: 10am - 5pm

Thursday, September 5: 10am - 5pm

We will make every effort to reduce incidences of theft, destruction of property, etc. However, it is the vendor's responsibility to ensure valuables and items are removed or properly secured and the fair is not liable for thefts or damages.

### Tear Down:

#### Indoor Vendors

Indoor Vendors are not allowed to tear down until after the Exhibition Hall closes at 8pm on Sunday, September 8, 2024. 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 8: 8pm-10pm

Monday, September 9: 8am-5pm

Tuesday, September 10: 8am-5pm

All materials must be removed from the Exhibition Hall by 5pm on Tuesday, September 8.

#### 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 8 to tear down their booths. All outdoor vendors must remove their property from the Fairgrounds by Tuesday, September 10 at 5pm.

#### Outdoor Vendor Tear Down Times

Sunday, September 8: After the Fair closes (Estimated 10pm)

Monday, September 9: 8am-5pm

Tuesday, September 10: 8am-5pm

All outdoor vendors must vacate their spot by 5pm on Tuesday, September 10.

**Vendors who choose to tear down their booths on Sunday, September 8 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. These are discounted prices 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.

Parking is first come, first served. IF a parking lot fills up, we recommend directing staff to the Kaiser Permanent Parking Garage. Please ensure your staff are aware of this garage.

Kaiser Permanente Parking Garage Address  
2299 Greenspring Dr  
Timonium, MD 21093

### **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 bottled water MUST be purchased from our Pepsi representatives. No other brands are allowed on-site. The contact info for our Pepsi representatives can be found below.

Linda: 443-625-9627

or

Ron: 443-422-7005

**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 8/21/24 - 9/9/24. 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/EmbassySuites2024>

**Hampton Inn & Suites**

*Address: 11 Texas Station Court Timonium, MD 21093*

Room block 8/21/24 - 9/9/24. Room rate is \$99/night+tax for two 2 queen beds or 1 king bed. Amenities include complimentary full breakfast buffet, heated indoor saline pool, complimentary guest laundry facilities, and 24-hour fitness center. Pet friendly.

Booking Link:

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=BWITIHX&corporateCode=0003407743>





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## **Holiday Inn Timonium**

*Address: 9615 Deereco Rd Timonium, MD 21093*

Room block 8/21/24 - 9/9/24.. Double Queen Bed Standard room rate is \$115/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: <http://tinyurl.com/cddk89pc>

## **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/HolidayInnExpress2024>

## **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://www.marriott.com/event-reservations/reservation-link.mi?id=1711130536445&key=GRP&app=resvlink>

### **Ice Deliveries:**

Please call Tom at 443-752-0185 or John at 443-250-8899 for ice deliveries. They will deliver directly to your booth.

### **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.



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## **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. Please contact Jeff at 443-827-1898 or [jgngco@tevispropane.com](mailto:jgngco@tevispropane.com).

**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.