

BALTIMORE BAZAAR VENDOR & CONTRACT GUIDELINES 2009

The Baltimore Bazaar is an antique and collectibles market also accepting artisans who create their own products. Vendors are pre-approved pending a review of the items they wish to sell. The bazaar will work in conjunction with the Baltimore Farmers' Market on Sunday from 8am-noon from May 3rd through December 20th. The Baltimore Bazaar will operate in an open-air lot at the corner of Holliday Street bordered by Guilford & Pleasant - just off the Pleasant Street Exit of I83.

SPACES & RATES

- BOPA will assign spaces prior to opening day.
- Spaces will be assigned to seasonal vendors at a rate of \$850.00. A limited section for pre-approved daily vendors will be available for a daily rate of \$25.00 per space.
- Personal checks and cash cannot be accepted. Payment options include PayPal, Money Order & Certified Check payable to: Baltimore Office of Promotion & The Arts, 7 E. Redwood St, Suite 500, Baltimore, MD 21202.
- Vendors must remain within the parameters as designated by BOPA. Tables, canopies, merchandise, etc. shall not protrude onto the walkways, tables must line up consistently leaving a 15 foot walkway to conform to Baltimore City Fire Department regulations.
- Trailers cannot be accommodated.

SET-UP /HOURS OF OPERATION/CLOSING

- Bazaar hours are from 8:00am to 12:00pm. It is requested that vendors remain for the entire time. Leaving prior to closing is disruptive and vendors may not be invited back to the market.
- Regular/seasonal vendors may set up as early as 6:00am.
- Regular/seasonal vendors can miss one weekend per month for personal or business reasons.
- Weekly, one time vendors will check in with the market manager to be assigned a space, check-in time is 7am.
- Vendors must be packed and vacated between 12:30pm and 1:30pm.
- Vendors must take all trash with them. Local receptacles are for the general public only. Please leave your space clean upon departure.

DECORUM

- Merchandise shall be attractively displayed and business conducted in an orderly and businesslike manner. Shouting or other objectionable means of soliciting trade will not be tolerated.
- Radios may be played for your own personal use but not in a manner to disturb neighbors or patrons.
- No profanity, abusive conduct, alcoholic beverages, booth or space sharing.
- Hucksters are not permitted in the Bazaar or within 200 feet.

SALES TAX

- Each vendor is solely responsible for complying with federal, state and local tax requirements.

MARKET MANAGER

- The Market Manager is a designated BOPA, representative, whose duties and responsibilities include, but are not limited to:
- Record attendance
- Distribute materials intended for all vendors
- Record all incidents occurring before/during/after market
- Act as a liaison between BOPA and all approved vendors
- Make and change space assignments as necessary
- Place barricades at all entrances and exits
- Maintain decorum throughout the market
- Resolve minor disputes on behalf of BOPA: and;
- Document in writing, known or alleged violations of the guidelines

PROHIBITIVE MERCHANDISE

BOPA reserves the right to approve the contents and character of all exhibits and reserves the right to prohibit or expel any merchandise that is out of keeping with the character of the Baltimore Bazaar. The list of prohibited items includes, but is not limited to:

- Weapons, tobacco products, pornography, counterfeit merchandise, animals, food, produce, candy or beverage sales, fireworks, cosmetics and in general re-sale items (CDs, tube socks, etc.)

BALTIMORE BAZAAR at the FARMERS' MARKET

2009 APPLICATION FOR VENDORS

EVERY SUNDAY – May thru December
HOURS – 8AM – 12PM

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____
DAYTIME EVENING CELL

E-Mail _____

Vehicle Make & Model _____ Vehicle License Number _____

Vehicle Insurance Information _____
INSURANCE COMPANY POLICY NUMBER EFFECTIVE DATES

Number of Parking Spaces Needed _____

Circle which best describes your merchandise: Antiques/Collectibles Handcrafted Items Yard Sale Fair

Description of Merchandise _____

DO NOT WRITE IN THE BOX BELOW

Date Received _____
Application Complete Yes No
Guidelines Complete Yes No

The undersigned has reviewed and acknowledged the attached Baltimore Bazaar Vendor & Contract Guidelines, in addition to completing all the information on this application. By signing this application you agree to abide by all terms and conditions.

Signed _____

Date _____