

# 2024 FEZtival of Trees Vendor Application

## Boumi Shriners Vendor Contract Agreement

Thank you for your interest in participating in the Indoor Christmas Market at Boumi Shriners' FEZtival of Trees. This event will be open to the entire community.

### DATE, TIME, and LOCATION:

The 2024 Christmas Market at Boumi Shriners' FEZtival of Trees will be held Thursday, December 5, 2024, to Sunday, December 8, 2024. The event will be open Thursday, Dec. 5 & Friday, Dec. 6 from 4:00 pm to 8:00 pm, Saturday, Dec. 7 from 10:00 am to 8:00 pm, and Sunday, Dec. 8 from 10:00 am to 4:00 pm at 5050 King Avenue, Baltimore, MD 21237 the facility at this address is called Boumi Shrine Center. The event will take place in the Lobby.

Vendors may begin checking in and setting up on Thursday, December 5 beginning at 12 noon. Vendors must be set up and manned no later than 3:45 pm on Thursday & Friday and 9:45 am on Saturday & Sunday. Vendors may not start to break down their areas until Sunday, December 8 at 4:00 pm or at the discretion of the FEZtival of Trees Chairman.

The vendor area is a pedestrian traffic area where children are 'expected' to be walking around.

### ADVERTISING:

We anticipate the following advertising:

- Community webpages
- Flyers posted at multiple community businesses and senior living facilities,
- Boumi Temple News (Boumi Shriners' membership Newsletter)
- Boumi Shriners' website & social media
- Social Media advertisements
- Local News Media, i.e., Television and Radio
- Word of mouth

Every vendor is expected to post the event on any media forum that they are a part of, flyers in a digital format will be provided.

### VENDOR INFORMATION:

1. The space fee is \$50.00 payable in advance. Spaces are approximately 8 feet wide by 5 feet deep and will be marked. 1 table (8' unless discussed with the committee prior) and 2 chairs will be provided per vendor, but they must fit within the assigned space – including additional furniture, supplies, and/or aesthetic decoration. Boumi Shriners' furniture is not to be used as a part of a vendor's space. Space location is at the discretion of the FEZtival of Trees chairman.
2. Space will be assigned in advance of the event, based on the order in which the signed contracts and payments were received. An effort will be made to separate vendors selling similar products. However, all assigned areas are final and no changes will be made during the set-up process for any reason.
3. It is not possible to guarantee that a product distributor will be the only one at the event (i.e. exclusive). We will make every effort to avoid duplication, it is the responsibility of the vendor to disclose their product(s) when they commit to the event. The committee may, at their discretion, disclose sign-up timelines for those filing complaints to their Distribution Groups.
4. Vendors will be responsible for setting up their own areas and for providing their own dollies/carts.

5. Vendors must keep the walkways free of merchandise and will be limited to storing their wares in the space rented.
6. Vendors will be responsible for their own cash box and receipts.
7. Any vendor or attendee who is observed to be soliciting business in the aisles or at another vendor's table, will be asked to leave immediately without refund.
8. Music may not be played unless the music being played is your product. Any vendor performing or playing live or recorded music at their table agrees to defend, indemnify, and hold harmless Boumi Shriners any damages or expenses incurred by Boumi Shriners due to vendor's use of such music.
9. After unloading merchandise, vendors are to move their vehicles away from the building to the West parking lot (the one with the trailers) to accommodate customers as parking is limited.
10. Boumi Shriners reserves the right to deny vendors who we feel are inappropriate for our fraternal environment.

**DEADLINES and PAYMENT INFORMATION:**

Contracts must be signed and returned, along with payment in full no later than **November 1, 2024**. The event will fill up at approximately 15 vendors. Please make checks payable to **Boumi Shriners** and mail them to Christmas Market at Boumi Shriners' FEZtival of Trees, Attn Boumi Office 5050 King Ave, Baltimore, MD 21237. Reservation is not guaranteed until confirmation of payment receipt has been sent. Reservations will be confirmed by email. A \$25.00 fee will be collected for any checks returned due to insufficient funds or any other reason.

**\*\*Please note: Fees are non-refundable.**

**DISCLAIMERS:**

Space is limited and will be offered on a "first come, first served" basis. Boumi Shriners will not be responsible for any lost or stolen merchandise, property, or money. Boumi Shriners, its staff, and members will be held harmless in case of any accident or injury that may occur during set up, take down, and the event.

**CONTACTS:**

If you have any questions or need additional information, please contact Emily Candler at 410-391-6400 or office@boumishriners.org or Randy Dietrich at 443-847-1761 or randy0516@gmail.com.

Please complete the following form below, sign, and return with your \$50.00 table fee to:

Christmas Market at Boumi Shriners' FEZtival of Trees

Attn. Boumi Office

5050 King Ave

Baltimore, MD 21237

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PLEASE RETURN TO BOUMI SHRINERS AT 5050 KING AVE, ROSEDALE, MD 21237 NO LATER THAN NOVEMBER 1, 2024

Vendor Name: \_\_\_\_\_

Vendor Mailing Address: \_\_\_\_\_

Company/Type of Product: \_\_\_\_\_

Is Power Mandatory? \_\_\_\_\_ Is Wi-Fi Mandatory? \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Space Fee: \$50 Total Amount Enclosed: \_\_\_\_\_

I have read and understand the terms presented in the above vendor agreement and agree to abide by said terms.

Received: _____
Total Fee: _____
CC/Check #/Cash: _____