

# 2022 Fall Back Ciders, Spirits & Wine Fest

## VENDOR MANUAL

*\*Management reserves the right to amend any/all procedures as seen fit*

- DATE:** November 5, 2022
- LOCATION:** Washington County Agricultural Education Center  
7313 Sharpsburg Pike  
Boonsboro, MD 21713
- EVENT MANAGEMENT**
- CONTACT INFO:** BEFORE EVENT DAY: Sarah Black, Event Manager  
[sarah@ifgevents..com](mailto:sarah@ifgevents..com) / 301-259-1991  
ON EVENT DAY: At main gate see Sarah Black/Nicole Stotelmyer
- SHOW HOURS:** SAT 11/5 - 1p-7pm.
- MOVE IN TIMES:** **SATURDAY 9:00am until 12:00pm.**  
\*if you need access on Friday, please contact Sarah Black  
**ALL VEHICLES MUST BE OUT OF FESTIVAL AREA BY 12:30p.m.!**
- MOVE OUT TIME:** SAT 11/5 - 7:15pm.  
\*Please Do Not Bring You Vehicle In Before The Move Out Time.  
You may break down early. You may even carry your things to your car. But **DO NOT ENTER THE FESTIVAL GROUNDS WHILE OUR PATRONS ARE STILL WALKING ABOUT.** And vehicles are **NEVER** allowed under pavilions.
- VENDOR SPACE:** Vendor spaces are on concrete or grass and vary in size. Your space should accommodate your needs based on your application. Each vendor is responsible for tenting/setting their display and presenting themselves in a manner which reflects a positive image for the event and their company.
- ELECTRIC:** Electricity is only supplied to those who have paid for it in their application. Those who have electricity need to have their own extension cords, which will be covered by our mats.

- WIFI:** Wifi is only supplied to those who have paid for it in their application. Those who have paid for wifi need to see Nicole or Sarah for their password. If the password is used by non-paying vendors, we will find out and we will discontinue it.
- ATM:** There is an ATM near the front gate.
- VENDOR ID:** Vendors will NOT have wristbands. For this event, we use the honor system. If you say you are a vendor, we will believe you. If a vendor wishes to partake in alcohol sampling, "Vendor Upgrade" wristbands are available for \$20 at the front gate starting at 12:30pm.
- VENDOR PARKING: (NEW!)** **ALL VENDORS WILL PARK IN THE DESIGNATED VENDOR PARKING LOT WHICH IS LOT A (LARGE GRAVEL LOT) AND WILL USE THE PROVIDED REAR VIEW MIRROR HANG TAGS.**
- TRASH:** We ask that you place your trash (boxed or bagged trash) behind your space. Our crew will come by to retrieve your trash periodically. **FOOD VENDORS** – Please make trash bags light enough to where they don't break. Do not leave oil on ground.
- RESTROOMS:** Portable toilets are on site in multiple locations (see map)
- FIRST AID/EMS:** EMS staff, heat/air conditioning, water and other relief is available to vendors, volunteers and patrons who may need it.
- FIRE SAFETY/EXITS:** Each large tent/pavilion is equipped with fire extinguishers and there are multiple fire exits. Please locate the exit nearest you before the event begins.
- SECURITY:** Security will be provided for your safety as well as the safety of our patrons. Both volunteers and trained staff will be present throughout the day.
- CARE:** Vendors must not injure or deface the grounds or buildings. **NO TAPE ON CONCRETE FLOORS.** When such damage occurs, the vendor is liable to the owner of the property so damaged. The vendor shall comply with all reasonable requests of officials of

the complex. Vendors will be charged for; excessive debris left in vendor space and cleanup caused by paint, oil, grease, adhesive materials and abrasives.

- CONDUCT:** Vendors shall conduct and operate in their space so as not to annoy, endanger or interfere with the rights of other vendors, event staff and patrons.
- LIABILITY:** Interstate Festival Group, LLC and Washington County Agricultural Education Center will not be responsible for any injury, loss, or damage that may occur to the vendor or to the vendor's employees or property from any cause whatsoever. The vendor assumes full responsibility and liability resulting directly or indirectly, or jointly, from other causes that arise because of the actions or omissions of its agents, employees or independent contractors, whether acting with or without the scope of their authority. Your own insurance is your own responsibility.
- SALES TAX:** The sales tax on retail items being sold at this event is 6%. As a company selling items in the state of Maryland, you should be charging sales tax and then forwarding the appropriate funds and paperwork to the Revenue Administration Division. For more information please visit: [www.marylandtaxes.com](http://www.marylandtaxes.com)
- HEALTH DEPARTMENT:** A Temporary Food Permit is required to operate at this event. If you are selling food and have not yet obtained this permit, please contact the Washington County Health Department at 240-313-3400 or [www.washhealth.org](http://www.washhealth.org)
- PERMITS/LICENSES:** Vendors shall obtain all pertinent permits and licenses required by any federal, state or local laws, ordinances and regulations.
- IN THE EVENT OF RAIN:** This event is rain or shine. It is the responsibility of the vendor to be prepared to protect themselves and their property.
- PROHIBITED ITEMS:** The sale of alcohol, weapons of any kind, illegal drugs and paraphernalia is prohibited. In the event of such, vendor will be dismissed immediately.

# **2022 EMERGENCY CONTACTS & FESTIVAL STAFF**

***7313 Sharpsburg Pike  
Boonsboro MD 21713***

**EMERGENCY – If serious, Dial 911**

**EMS – On Site – Or Dial 911**

**FIRE - Sharpsburg Fire Dept. 301-432-6321 Emergency: 911**

**POLICE - Wash Co Sheriff 240-313-4345 Emergency: 911**

**HOSPITAL - Meritus Medical Ctr. 301-790-8000**

**FESTIVAL DIRECTOR – Rob Immer**

**FESTIVAL SUPERVISORS – Sarah Black & Elmo Pierce**

**SECURITY - Lead Security/Parking – Pete Stotelmyer**

**VENDORS – Lead Vendors - Nicole Stotelmyer**

**FRONT GATE - Lead Front Gate – Jessica Elser**

**VOLUNTEERS – Lead Volunteers – Andrea Mills**

**LOGISTICS – Lead Logistics – Victoria Helkowski/Matt Orr**

**BEER/WINE – Lead Beer/Wine – Michael Gehr**

**SET UP – Lead Set Up – See Supervisor**

**TEAR DOWN – Lead Clean Up – See Supervisor**

**BANDS/MUSIC – Adam Scott/Travis Jenkins**

**31**

Example Number

\*this is NOT your number, unless it is your number

***Your Marked Space # is the  
FRONT & MIDDLE of your  
booth space (standing,  
looking at it properly)  
Use this square if need be.***

*(12' X 12')*