

CRAFT VENDOR APPLICATION
39th ANNUAL WASHINGTON FOLK FESTIVAL
Saturday, June 1 and Sunday, June 2, 2019
11pm-6pm

For more information see <https://fsgw.org/washingtonfolkfestival> or e-mail wffcrafter@fsgw.org, or phone the craft Co-Chair, Rita Ferrara, at 301-946-2161. Booth fees are \$140 (approx 7 x 12 feet) to be paid separately. (We can only provide oversized booths—one and a half or two spaces—if space permits.) There is also a 6% commission to be paid on all sales at the end of the show. We also rent 8-foot tables for \$10 each. **SEND NO MONEY NOW.** Payment will be due after receiving an acceptance notice.

Jurying will be ongoing until all spaces are filled. To qualify for early admission, application must be received by April 1.

BUSINESS NAME _____

YOUR NAME _____

NAME DESIRED IN THE SHOW DIRECTORY _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ CELL _____

EMAIL _____ WEBSITE _____

Briefly describe your craft: _____

Describe booth or other setup and special needs: _____

RETURNING VENDORS ONLY: Do you want the same booth as you had last year? ____ Yes ____ No

All vendors whose work will be sold in your booth must be listed below, must follow the rules and guidelines of the Festival and must be present in the booth during the Festival.

Names of all crafters (not including yourself): _____

All vendors named in this application **agree to the following:** (1) pay a 6% commission to the Folklore Society of Greater Washington on (pre-tax) craft sales, (2) pay all required state taxes, and (3) comply with the 2019 WFF Guidelines for craft vendors (attached).

Signature _____ Date _____

NEW APPLICANTS ONLY: Include 4 pictures of your craft (if no website) and a photo of your booth set up.

Send signed application via email to wffcrafter@fsgw.org or mail to:

WFF c/o Carolyn Korman
6303 Herkos Ct.
Bethesda, MD 20817

RULES and GUIDELINES for CRAFT VENDORS
WASHINGTON FOLK FESTIVAL, June 1 and 2, 2019

LOCATION. Glen Echo Park, 7300 MACARTHUR BLVD, GLEN ECHO, MD.

HOURS. Festival hours are Noon to 7 pm. The Craft area is officially open for sales from 12 noon to 6 pm each day. Customers may enter the area after 11 am so we recommend that setup be completed by that time.

CRAFT ITEMS. All items must be hand made by you. They **may not be imported** or made in a cottage industry. Sorry, by Federal regulation **No T-shirts of any kind may be sold in the Park.** If a group participates, everyone who created the crafts must be present in the booth during at least part of the Festival.

TO APPLY. To apply, e-mail wffcrafter@fsgw.org to request an application. **We recommend mailing your application before April 1.** Jurying will be ongoing from April 2 until the show is filled. Note, acceptance is NOT based on application postmark or date. Local crafters are preferred. Work must be hand made by vendor. No buy-sell. Since there is space for at most 30 crafters, we try to avoid duplication of crafts. An organization may apply if all items are made by their members. The maker of each item shown must be present in the booth for part of the Festival.

ADMISSION. Admission is based on creativity, uniqueness, quality, show balance and customer appeal. We appreciate and value our returning vendors and do our best to include them. In this small show we also need to keep customer interest high by introducing new vendors each year. We try to strike a balance but may not have space for all returning vendors. However we do sometimes have last- minute spaces made available.

COMMISSION. A 6% Commission on gross pre-tax sales is due by **Sunday evening at 7 pm.** The commission helps cover Festival production costs. Please keep a running total of sales because **the commission is due at the close of the festival Sunday.** A sales and commissions envelope will be handed out and will be collected, with payment, once the show closes. **PLEASE PAY THE COMMISSION BY CHECK.**

SALES TAX. You must collect and remit 6% Maryland sales tax.

If you have a permanent MD sales tax ID: Include your WFF sales with your regular filing.

If you do not have a permanent sales tax ID: DO NOT APPLY FOR ONE.

We report vendor names and contact info to the Maryland Comptroller.

You will be mailed a temporary ID and SUT form. You must pay the tax on your WFF sales within 30 days of the Festival. Send the form and sales tax to the State of Maryland at the address provided.

* **After the Festival** if you do not receive your temporary ID, if you receive more than one temporary tax ID, or if you have a permanent ID and also receive a temporary ID, etc, please contact us. We'll put you in touch with the responsible person at the Comptroller's office.

BOOTHS. Craft booths are in the Bumper Car Pavilion next to the Cuddle-Up. There is a wooden floor and roof. A clear plastic zip-up drape can be lowered in bad weather and will be locked overnight Saturday for security. You may (**quickly, please**) pack up stock on Saturday and/or take it with you overnight. You must be out of the Pavilion by 6:30 pm Saturday.

You will have your booth assignment before the show. **All spaces have electricity.** Bring reliable, heavy-duty extension cords.

Outside spaces have a backdrop of white banister. Inside (center) rows are backed with white wood partitions (center rows). You may bring booth drapes or dividers but it is not required.

You may NOT use tacks or nails to attach anything to the structure or central dividers. Displays must be free-standing or drape or hook over the partitions. We will try to provide new vendors with photos of typical booths to help them plan their booth arrangement.

WHAT TO BRING. We can provide 2 chairs per booth. All booths have electricity available. Bring reliable extension cords with multiple outlets. You will probably not need cord covers.

Allow for changing weather! Wear warm layers if the forecast is cool weather. Bring cold drinks and a fan, if it's hot. We have ice water. Bring rain gear, including sturdy shoes, if rain is forecast.

Lunch meal tickets are provided both days (sandwiches/salad...etc.) for all individuals working in your booth. Some volunteer booth relief will be available. We rely on you to let the volunteers know your needs.

We are unable to provide volunteer assistance in loading or unloading since most volunteers start work at 10 am or later.

BOOTH SETUP. Set-up is Saturday morning **only**. Cars may be in the area from 8 am until 10 am. Important: You will **NOT be permitted to drive in, or to leave your vehicle in the area after 10 am**. Study the directions carefully ahead of time, and allow plenty of time for traffic etc. Empty your car and move it by 10 am. **UNLOAD AND MOVE YOUR CAR before setting up your booth**. Do not block access for other vendors!

The Booth Layout showing your location will be posted at pavilion entrances.

PARKING. We provide **one** close-in parking permit per booth. Additional cars must park in the main lot. We will have a map and directions to the lots. Latecomers may need to use the main lot.

CHECK-IN. When you return after parking your car each day, each person at your booth must go to Performer/Artist check-in at the Festival Office (location TBD) to register. They will be given a name badge, a meal ticket and a free carousel ticket.

The Craft Market officially begins at noon but the crafts area is usually open to visitors by 11 am. You are not obligated to be ready for sales before noon. We close at 6. Most crafters cover and leave their work overnight Saturday. If you pack up inventory overnight, please finish by 6:30 when we must close and secure the tent. **There is no vehicle access Saturday evening or Sunday morning.** The area will open for crafters by 10 am Sunday morning.

BOOTH TAKE-DOWN. You may pack up after 6 pm Sunday but are welcome to stay open longer if traffic warrants it. Return your sales commission sheet and payment in its envelope by 7 pm.

Very important: NO one will be allowed to bring a car into the crafts area until the park rangers give permission. This may be as late as 6:30 or 7 pm. Please be patient. We know you're tired and ready to leave! We have to safeguard the public and keep the process moving by strictly regulating vehicular traffic. So please **DO NOT BRING A VEHICLE ONTO PARK GROUNDS (Don't even drive up the access road)** until Bill or Rita gives permission. **IMMEDIATELY MOVE YOUR VEHICLE OUT OF ANY SPOT THAT BLOCKS OTHERS' ACCESS** if requested. Thank you.

Call Bill Day and Rita Ferrara at **301-946-2161** or e-mail **WFFcrafts@fsgw.org** if you have questions. We look forward to working with you to make this a great show.

DIRECTIONS
WASHINGTON FOLK FESTIVAL CRAFTS AREA at GLEN ECHO PARK
7300 MACARTHUR BLVD
GLEN ECHO, MD

For more info contact Bill Day or Rita Ferrara, 301-946-2161

DIRECTIONS TO UNLOADING AREA at GLEN ECHO PARK

VIA THE BELTWAY:

From MARYLAND: Take Capital Beltway (I-495) outer loop to exit 40 (Cabin John/Glen Echo). At 2-lane Exit 40 take left fork, Cabin John Parkway. Where Cabin John merges with Clara Barton Pkwy move into left lane, under overhang. (Then see the directions below for “coming from the beltway”)

From VIRGINIA: Take Beltway inner loop. Get in far right lane on American Legion bridge. At first fork bear right onto exit 41 East (Clara Barton Parkway towards Washington). Stay in left lane; watch for Cabin John Parkway traffic merging from right at overhang. (Then see the directions below for “coming from the beltway”)

Coming from the Beltway or NORTH on MacArthur Blvd from DC/MD: Immediately after the overhang, watch for signs for the left exit to MacArthur Blvd/Glen Echo. Make a sharp hairpin turn to LEFT. Move immediately into the RIGHT lane and follow signs toward MacArthur Blvd. At the T-intersection/stop sign, turn left on MacArthur Blvd. **YOU ARE GOING TO TAKE AN IMMEDIATE LEFT once you get onto MacArthur.**

Very soon you will pass the first little road (Oberlin) and the Irish Inn at Glen Echo (restaurant). Turn left into the next road, (Tulane). **THIS IS A VERY DIFFICULT SIGN TO SEE.** It's done in fancy lettering and is not a standard street sign. Go straight down the hill and up the next one, curving slightly right. You will see the bumper car pavilion on the right. Tell the traffic director you're a craft vendor. When you park to unload **be sure to leave open access to the Pavilion entrance.** Unload quickly and move your car before you set up.

FROM RIVER RD. OR MASSACHUSETTS AVE:

Take River Road or Massachusetts Ave. to Route 614, Goldsboro Road. Goldsboro dead ends right at the park, at a very odd traffic circle and intersection. Go three-quarters around the traffic circle, to essentially make a LEFT onto MacArthur Boulevard. Go about 1/4 mile. Just before the Irish Inn at Glen Echo (restaurant), turn RIGHT into the access road (Tulane Rd). Follow access road straight down the hill and up the next one.

PARKING:

Once you unload, move your car immediately. Bill will provide **one** parking pass per booth, and direct you to the upper parking lot on MacArthur. Passes do not guarantee a space, and are good only until the lot is full....the alternative is the MAIN PARKING LOT.

IF YOU NEED TO PARK IN THE MAIN PARKING LOT:

Head back to MacArthur Blvd. (There will be people directing traffic.) Turn LEFT onto MacArthur, drive past the circle and LEFT at park entrance sign (Oxford Ave.), then LEFT into main lot. Park as directed, walk across the little bridge, and go straight ahead to the Bumper Car Pavilion.