



## JOHNS HOPKINS SPRING FAIR 2017

### Arts and Crafts

#### Rules and Regulations Contract

The following Rules and Regulations will be in effect during the entire weekend of Spring Fair 2017. Vendors will be subject to all regulations and conditions stated below. You will be asked to provide your initials underneath each section. **By initialing you are showing that you have read and agree to the above rules and regulations.** *From here on -When referring to Spring Fair, the word "Fair" will be used to indicate the same thing, i.e.: Fair Board is referring to Spring Fair Board. When referring to Johns Hopkins University, the word "University" will be used to indicate the same thing.*

#### Hours of operation:

Friday, April 28<sup>th</sup>, 2017 12 pm – 8 pm

Saturday, April 29<sup>th</sup>, 2017 10 am – 8 pm

Sunday, April 30<sup>th</sup>, 2017 10 am – 6 pm

The following Rules and Regulations will be in effect during the entire weekend of Spring Fair 2017. Vendors will be subject to all regulations and conditions stated below. You will be asked to provide your initials underneath each section. By initialing you are showing that you have read and agree to the above rules and regulations.

- 1. TENT REGULATIONS – Vendors are not permitted to put any stakes into the ground.** All tents must be ballasted or free standing. Should Fair find that vendors have placed any stakes into the ground, vendors will be asked to dismantle their tent. **The University and Fair will not supply vendors with ballasting materials.** This is an outdoor fair, and weather can be a factor. Please come prepared. **Spring Fair is not responsible for supplying tents, tarps, or other coverings if bad weather does occur.** This includes, but is not limited to rain, snow, and windy conditions. The vendor must furnish his or her own tents and/or booths as well as keeping his or her area clean during Fair hours. This includes cleaning up at the end of Fair on Sunday, April 30, 2017 at 6 pm.

Initial: \_\_\_\_\_



2. **INSURANCE:** Vendors shall be responsible for providing their own insurance.

Initial: \_\_\_\_\_

3. **ATTENDANCE** – Vendors are expected not to leave Fair until closing time each day. Vendors must stay the entire length of fair unless previously approved by the Arts and Crafts Committee and the Fair Executive Board. Vendors who leave before Fair closing will jeopardize their chances for acceptance at future Fairs. **If a vendor chooses to leave Fair early they will not receive assistance from the Fair staff or the University.** Vendors who choose to leave Fair early are expected to do so in a respectful manner as to not disturb other vendors and Fair patrons.

Initial: \_\_\_\_\_

4. **BOOTH ASSIGNMENT** – Every effort will be made to comply with requests. Fair management reserves the right to determine booth location. There will be no booth swapping or changing during the Fair weekend.

Initial: \_\_\_\_\_

5. **BOOTH DISPLAY** – Every vendor must provide his or her own display equipment. A table set, including one table and two chairs, may be rented for \$25.00. If not previously requested and paid for, table sets are available on a first come, first serve basis. **Any images a vendor plans to display at his/her booth must be pre approved by the Arts and Crafts Committee. The Arts and Crafts Committee has the right to reject illegal, vulgar, or triggering images.**

Initial: \_\_\_\_\_

6. **BOOTH SETUP** – Vendors must be completely setup one-hour prior to Fair opening on each day of Fair. **No vehicles (except golf carts) are permitted on the quad under any circumstances please plan accordingly.** Spring Fair is not responsible for helping vendors setup booth displays.

Initial: \_\_\_\_\_

7. **MOVE IN** – Vendors will be given vehicle unloading times by Fair. It is important that the vendor arrive on time to his/her unloading time assignment. **If a vendor is going to be late prior notice is required, otherwise Fair will allow 30-minute grace period. If a vendor is over 30 minutes late for unloading they become second priority to the vendors arriving on time.** This means that late vendors may not receive golf cart or volunteer help with unloading their merchandise and set-up equipment.

Initial: \_\_\_\_\_



8. **MOVE OUT** – All exhibits must be removed on Sunday, April 30, 2017. A limited number of golf carts and Fair volunteers will be available to assist in move out, but this is not guaranteed. Please plan accordingly.

Initial: \_\_\_\_\_

9. **ELECTRICITY** – Vendors must indicate on the application that they will need an electrical hook-up. **Vendors are responsible for bringing their own extension cords.** If no advanced notification of electrical requirements has been given, vendors are not guaranteed an electrical hook-up the weekend of Fair.

Initial: \_\_\_\_\_

10. **STAFFING** – Booth must be staffed at all times during the hours of Fair operation, unless approved by Fair. Fair is not responsible for watching booths at any time over the weekend.

Initial: \_\_\_\_\_

11. **SECURITY** – Members of campus security will be on duty the entire weekend. However, each vendor must make provisions for the safeguarding of his or her goods during and after Fair hours. **Johns Hopkins University and Spring Fair will not be held responsible for the safety of any property or material against fire, accident, theft, or any loss or injury whatsoever.**

Initial: \_\_\_\_\_

12. **VENDOR LIABILITIES** – Vendors shall keep contracted area neat, clean, and in good order. **If the participant, and/or his employees or agents damage any area, the contracted vendor is liable.** Vendor hereby agrees to indemnify and save harmless the Fair and all their chairs, committees, employees, sponsors, volunteers, and guests from any damages, expenses, losses or liabilities, including but not limited to any suit or claim for personal injury, product liability, for property damage or for loss or use of property by whatsoever sustained on or about Vendor's participation in Fair.

Initial: \_\_\_\_\_



13. **REFUNDS – No refunds** whatsoever will be made by the Johns Hopkins University Spring Fair if the University cancels all outdoor exhibit activity for any or all days of Fair due to rain or other inclement weather. **Refunds will also not be made in the cases of expulsion from Fair**, in which vendors are asked to leave for boisterous conduct, illegal activity, misrepresented exhibits, or failure to comply with any of Spring Fair or Johns Hopkins University regulations.

Initial: \_\_\_\_\_

14. **CONDUCT** – Spring Fair reserves the right to expel any vendor from Fair 2017 for boisterous conduct, failure to obey the rules and regulations, or failure to comply with any reasonable request made by Spring Fair. The Arts and Crafts Committee reserves the right to ask a vendor to leave during Fair if it is found that his or her display is of poor quality or is misrepresented as per the description of goods on the application form. The Arts and Crafts Committee also reserves the right to confiscate any and all property of vendors who have violated any of the above provisions and who refuse to leave the fairgrounds. Property will not be returned until the closing of Spring Fair 2017, at 6 pm on Sunday, April 30, 2017.

Initial: \_\_\_\_\_

15. **RESPONSIBILITIES** – The Vendor agrees to comply will all applicable local, federal, and state tax and other laws relating to the sale of goods or services and obtain, pay for, and display all necessary licenses and permits, and to pay all taxes and levies insofar as the Vendor’s own participation in Fair is concerned. The Vendor agrees to comply with all federal, Maryland state, Baltimore County, and Baltimore city laws and Johns Hopkins University policies ([http://www.jhu.edu/news\\_info/policy/](http://www.jhu.edu/news_info/policy/)).

Initial: \_\_\_\_\_

16. **ILLEGAL/TRIGGERING MERCHANDISE** – No merchandise that would be considered illegal drug paraphernalia will be allowed as determined in Spring Fair’s sole discretion.

Initial: \_\_\_\_\_



**17. AMENDMENTS – Fair shall have full power in the interpretation and enforcement of all contract regulations contained herein, and the power to make amendments thereto, and such further rules and regulations as shall be considered necessary for the proper conduct of the Fair.** All vendors will be promptly notified of any changes to these rules. No changes may be made to this agreement unless mutually agreed to in writing by both parties. These rules constitute the entire agreement between the Johns Hopkins University, The Spring Fair 2017 Board, and the vendor. This shall be deemed to have been made in the state of Maryland and shall be interpreted in accordance to the laws of this state.

Initial: \_\_\_\_\_



If you have any further questions regarding Spring Fair 2017, please feel free to call the Spring Fair office at (410) 516-7692 or email us at [artsandcrafts.springfair@gmail.com](mailto:artsandcrafts.springfair@gmail.com). We look forward to seeing you at Spring Fair!

Please return this contract as soon as possible to:

**Johns Hopkins Spring Fair 2017**  
**Attn: Arts and Crafts Committee**  
**3400 N. Charles St.**  
**Mattin Center 131**  
**Baltimore, MD 21218**

No vendor will be permitted to sell at Spring Fair without submitting a signed contract to the Spring Fair Board.

**Should a vendor not return a signed copy of the contract, contracts will be available on the day of Fair opening. Vendors will be expected to sign at that time in order to participate.**

Spring Fair and/or Johns Hopkins University is not responsible for or liable for claims or damage to goods or merchandise; or injury or loss to property, persons, or employees, including but not limited to loss due to inclement weather, fire, or accident.

I, \_\_\_\_\_, have carefully reviewed the aforementioned Spring Fair 2017 Arts and Crafts vendor Rules and Regulations and agree to abide by the decisions of Fair board. I fully understand that any deviation from the stated guidelines as deemed by Spring Fair will result in the cancellation of this contract and my removal from the fairgrounds.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Name