

TAKOMA PARK STREET FESTIVAL **FREQUENTLY ASKED QUESTIONS**

Application:

How do I apply? Click on the 'Application' tab on the event website. Be sure to choose the correct event (Takoma Park Street Festival) from the drop-down menu. A mistaken selection (Art Hop or Grant Avenue Market) will delay the review of your application.

Can I print the application and mail it in instead? Electronic submission is our preferred method and we strongly discourage mailings. We are better able to track your application if it is online vs. paper. If you do choose to mail it, please get a tracking number and check in with us a week after it's been sent by emailing takomaparkstreetfestival@gmail.com. Festival organizers are not responsible for lost mail. Do not enclose payment at this time.

I don't have a website. Is that OK? Yes, but you will need to send at least three high-resolution images of your work to takomaparkstreetfestival@gmail.com or using the 'Upload' prompt in the application.

I've submitted my application online. How do I know it went through? You should receive an instant automated email confirmation to the email address you provided in the application. If you do not see the auto confirmation within five minutes (and it's not in your Junk folder) **it did not go through**. You will need to resubmit, ensuring you hit the "Submit" button at the bottom of the application. Our system does not store partial entries. Make sure you've added takomaparkstreetfestival@gmail.com to your email contacts so all correspondence reaches you in a timely manner.

When and how will I be notified if I've been accepted into the festival? Within four weeks via email. If it's been four weeks and you haven't heard, please email us with your complete contact info and the date you submitted your application.

How and when do I pay the booth fee? Once you've been emailed the acceptance, you will be given two weeks to pay via a PayPal link provided. If you miss the deadline, you are automatically dropped from the festival and must reapply.

If I am accepted into the festival, can I pay by check? We strongly prefer PayPal. You do not need a Paypal account to use Paypal. There is an option to select credit card payment without requiring a login. Payments are easier to track (and refund if necessary).

I'm a business located in Takoma Park or Takoma, DC. Does that mean I get the OTBA Business rate? If you are a dues-paying Old Takoma Business Association member, you get the OTBA Business rate. If you are not, you get the Non-OTBA Business rate.

How do I qualify for the Small Business rate? You must be outside Takoma Park or Takoma, DC and have five or less employees OR have been in business less than 12 months.

What qualifies as a Community Group? Nonprofits, grassroots orgs, schools, political candidates, and fundraising groups all qualify.

I'm a performer and would like to perform at the festival. Is that permitted? The only performers allowed at the festival are the musicians that are booked by the music coordinator. If you are a musician and wish to be booked for one of the stages, send your press kit to hometrad@hmtrad.com. There is no space for dance, exercise, magic, etc.

Upon Acceptance Into The Festival:

Will event organizers guarantee my preferred location? No. While we take your requests into consideration, there are no guarantees, whether you have participated before or are a first timer.

When will I find out about my booth location? You will receive an alphabetical listing and day-of instructions the Monday before the event.

Do festival organizers provide tent, tables, chairs, etc? No -- just the 10'x10' space. Vendors must bring everything they need.

Do you rent this equipment? No. Tents, chairs and folding tables can be found at Old Takoma Ace Hardware, Home Depot, Target, Lowes, Costco and on Craig's List.

Are tents required? While not technically required, **10'x10' tents are strongly recommended**, for a consistent look with other vendors and more importantly, to provide protection to you from the elements (blazing sun, winds, or rain). Vendors without tents are somewhat hidden by their neighboring vendors as well.

Is there power or free wifi? No and no.

Can I share my booth with another artist? Yes. There is a \$50 fee to do so. Whoever is submitting the application must include the other party's complete contact info, website and/or images. Festival organizers reserve the right to accept one but not the other.

What is the cancellation policy? Vendors can cancel up to 9/1 and receive a full refund less a \$10 administrative fee. There are no refunds after this date.

If I withdraw after the deadline, can I apply my booth fee to a future festival? No

If I must withdraw, can I arrange a substitute vendor? No -- we always have a wait list and will make arrangements

Am I guaranteed to be the only vendor selling a certain type item? No, though variety is the spice of life and is in everyone's best interest at an event like this, so festival organizers select a broad range of vendors to diversify the offerings.

Can I solicit outside my booth (walk through the crowd distributing flyers, stickers, buttons)? No. Soliciting is not permitted and those found doing it will not be invited back to the festival.

Do you provide parking? No, but there is free parking in the neighborhood and at the Laurel Avenue lot. Two nearby lots offer \$5 parking for the day: Willow Avenue lot and Laurel St, NW at Aspen Ave lot.

Wait List:

How likely am I to be offered a spot off the wait list? It depends on what you are selling, when you were placed on the list, and in some cases, how available you can be on short notice. Waitlist selection is at the full discretion of the festival organizers.

What categories have the longest wait lists? Jewelry, photography, clothing, bath/body and food.

Food Vendors:

Are any permits required to participate? Yes. Whether you are a tent or food truck, a Takoma restaurant, or selling ANY type of consumable (drinks, prepackaged food, condiments), you must have a valid Montgomery County temporary food service [license](#). Food trucks may already have an annual

Montgomery County food license in place. Fees vary based on what you are selling. Click [here](#) for more details and the application. Applications and required attachments must be submitted no later than 5 business days before the festival so as not to incur a late fee (\$30 as of 2017).

How about insurance? Yes. We require a Certificate of Liability Insurance (COI) covering the Old Takoma Business Association for the day of the event. Additional insured should read: Old Takoma Business Association, [6909 Laurel Avenue, Suite A, Takoma Park, MD 20912](#).

Am I guaranteed to be the only vendor selling a certain type of food? No, though variety is the spice of life and is in everyone's best interest at an event like this, so festival organizers select a broad range of vendors to diversify the offerings.

Can I bring a smoker? **No**

Can I bring a grill? **Yes**

Can I sell bottled/canned beverages? **Yes -- only non-alcoholic.**