

Carroll Book Festival

Saturday, September 19, 2026

10 am – 4 pm

LITERARY VENDOR and FOOD TRUCK APPLICATION

Contact: Andrea Berstler - Vendor@carrollbookfestival.carr.org

FACT SHEET

Interpretation of these guidelines is at the discretion of the staff of Carroll County Public Library.

Event Description

The Carroll Book Festival celebrates the power of stories, the tradition of sharing stories, and the positive impact of a reading culture on a community. This outdoor festival features presentations and signings by authors of both national and local acclaim, literary exhibitors, book sales, children's activities, storytellers, and more. This is the first year for the Carroll Book Festival. The festival will be open from 10 am. to 4 pm. with a special Children's Character Breakfast at 9 am.

Eligible Vendors

All vendors must be of a literary, story, or book nature and fit the literary theme of the event. Organizations which publish pamphlets or literature only for the purpose of promoting the organization's mission do not qualify. Vendors may sell book related merchandise. There will be a primary assigned book sale vendor, however vendors may sell titles released by independent press. Authors are permitted to reserve a vendor space to promote their own books. Literary related performers and Storytellers may reserve a vendor space. Vendor selections will be made by the Carroll Book Festival Vendor Committee.

Political Candidates and Organizations

Political candidates and organizations do not qualify for a vendor space (see Eligible Vendor criteria above). Candidates and/or their representatives may walk within the festival to meet and greet people, but they cannot carry signs, use amplifiers, or impede pedestrians who wish to move around the festival. No campaign signs or stickers may be posted or attached to public property or signage. Candidates and/or their representatives may not go on to a stage to speak unless invited by the Steering Committee Chair. If so invited, they may not campaign.

Application & Notification Process

The application **deadline is June 30, 2026. All applications postmarked or delivered after that date must include a \$25 late fee; late applications that do not include the fee will not be accepted.**

Applications received after August 30, 2026, will not be considered. Applicants will receive a confirmation e-mail upon receipt of application with payment. After the deadline of June 30, applications will be reviewed, and vendors will be selected. Notification will be sent regarding acceptance status by early July and will be dependent on eligibility, the general appeal of activities, and the space available. Vendors who are not accepted will receive a full refund. Vendors should confirm receipt of their acceptance. Vendors will be listed on the event website with a hyperlink to their website if provided. Festival arrival information for accepted vendors will be emailed approximately two weeks prior to the event.

Set-up

Set-up will take place from 7 am – 8:45 am. **One** vehicle pass with an assigned entry time will be provided to accepted vendors. **You must unload and move your car to the assigned parking area before setting up your booth.** Unloading areas will be as close as possible to your booth space. Please bring someone with you to watch your belongings, as parking is not within sight of the booth. Festival area will be closed to vehicles at 8:45 am. **Vehicles arriving after 8:45 am will not be allowed into the festival area.** Vendors may begin dismantling their booths at 3:45 pm, however, vehicles will not be permitted into the Festival grounds until 4:05 pm. Event staff will not be available to help set up or dismantle your booth. Please plan accordingly.

FACT SHEET (cont.)

Space and Equipment

Vendors are provided with a 12 foot by 12 foot space. Vendors may bring a canopy, tables, chairs, or other furnishings which fit within that space. Vendors are responsible for providing tablecloths, signage and all other materials needed for an attractive booth space and must operate *only* within their assigned space. Free Wi-Fi is available but may be unreliable. **Generators are permitted for food trucks only. Electricity and water will not be available.** Vendors are required to take their trash with them at the end of the event and **will be subject to a fine if trash is left behind.**

Parking

Vendors will have an assigned area to park at the Farm Museum. All vendors will receive one parking pass for that lot. All other vehicles are requested to park in general parking or at the Carroll County Ag Center Parking.

Important Tax Information

The *State of Maryland requires any person selling used or new products to charge 6% sales tax.* If you do not have a Maryland tax ID number, you do not need to apply for one; vendor names will be submitted to the Maryland State Comptroller's Office and a temporary tax ID# will be automatically assigned to you.

Photos

Photographs submitted with application may be used to promote the festival. Also, please note that photographs taken during the event may be used by the Festival and the Library for promotional purposes.

Rain Policy/Cancellation/Refund

This is an outdoor, RAIN or SHINE event.

You are responsible for covering your materials in case of rain. Bringing your books and other supplies in waterproof plastic bins is highly recommended. If the event is canceled due to public safety concerns, a refund will be given. Otherwise, there will be no refunds after July 1, 2026. Refunds are subject to specific guidelines and a \$10 processing fee.

Anti-Harassment Policy

The Book Festival Steering Committee, Carroll County, and the Carroll County Public Library are committed to providing a safe and welcoming environment for everyone, in which all individuals are accepted and are treated with respect and dignity, and which is free from harassment of all kinds. It is expected that all vendors, sponsors, volunteers, and participants of any kind will treat each other and the public with courtesy and respect. The Carroll Book Festival will not tolerate any level of harassment by program participants of any type.

Festival Regulations

- All vendors are required to arrive, set up and breakdown at the assigned times communicated in the load in information.
- No food items or drinks may be sold by any vendor except for festival-approved food vendors pre-authorized by the Carroll County Health Department. (See Food Truck Application)
- Sale of alcoholic beverages, pets (with the exception of service dogs), skateboards, roller blades, bicycles, weapons (real or facsimile) and smoking / vaping are prohibited on Festival grounds.
- The Festival Steering Committee members and the Farm Museum Staff reserve the right to have vendors remove unacceptable or inappropriate items, or to relocate or dismiss/remove any participant.
- The Festival Steering Committee reserves the right to deem a vendor ineligible for participation in future events based on late arrival, early departure, no shows, and inappropriate or uncooperative behavior.

PLEASE COMPLETE AND SUBMIT THIS PAGE WITH PAYMENT

Waiver, Release and Hold Harmless Agreement

_____ (hereinafter referred to as "Vendor") hereby agree(s) to hold harmless the Board of County Commissioners of Carroll County, Maryland and the Carroll County Public Library, including its officers, employees, agents, successors and assigns, (hereinafter referred to as "County" and "Library") from any and all claims, causes of action, suits, liabilities, damages, losses, demands, costs, expenses of any nature, or judgements including attorney's fees, and court costs (hereinafter collectively referred to as "claims") arising out of, by reason of, or in connection with Vendor's use of the facilities at the Carrol County Farm Museum, on September 19, 2026, for the Carroll Book Festival.

Vendor understands that by executing this Agreement, Vendor waives any future right to seek redress against the County or the Library in any forum for incidents or actions, which may occur as a result of Vendor's use of county facilities.

Further, Vendor and his/her, guests, and agents shall further agree, as consideration for permission to use the premises, to accept sole responsibility, and liability for any injury or damage to a person or property resulting from the sue of the premises.

Further, Vendor acknowledges that use of the facilities is at her/her own risk and Vendor voluntarily assumes all risks associated with any activities that Vendor hosts during the event.

This Waiver, Release and Hold Harmless Agreement is executed voluntarily, and Vendor certify that he/she has read, fully understands, and agree(s) to the terms of this Agreement. Vendor acknowledges that he/she has been given the opportunity to consult with an attorney prior to the execution of this Agreement.

Date _____

Authorized Signature(s) for Vendor _____

Name (printed) _____

Business Name _____

Street Address _____

City, State, Zip Code _____

Email Address _____

Phone Number _____

Vendor and Food Truck Applicants - PLEASE COMPLETE AND SUBMIT THIS PAGE WITH PAYMENT

- All applications **postmarked** after the **deadline of June 30, 2026**, must include the \$25 late fee.
- Applications must be complete and include full payment in order to be processed. Please be sure to include signature/payment pages when submitting your application. Incomplete applications will not be accepted. Late applications that do not include the late fee will not be accepted.
- **Applications postmarked after August 30, 2026, will NOT be accepted.**
- **Submitting an application with payment does not guarantee acceptance.** Vendors who are not accepted will receive a full refund.

LITERARY CATEGORY: *All vendors must promote literary materials, organizations, causes, or themes. All items sold must be related to books, writing, or literature. Please see Eligible Vendors (page 2) for more specific criteria.*

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> <u>Publisher</u> | <input type="checkbox"/> <u>Literary related Merchant</u> | <input type="checkbox"/> <u>Literary Organization or Club</u> | <input type="checkbox"/> <u>FOOD TRUCK</u> |
| <input type="checkbox"/> <u>Literary Publication</u> | <input type="checkbox"/> <u>Book Arts (Handcrafted)</u> | <input type="checkbox"/> <u>Literary Nonprofit</u> | <input type="checkbox"/> <u>OTHER</u> |
| <input type="checkbox"/> <u>Storyteller or Performer</u> | <input type="checkbox"/> <u>Independent Author</u> | <input type="checkbox"/> <u>Library</u> | <input type="checkbox"/> |

OTHER (describe your product or service) _____

Are you: ☐ Children Oriented **OR** ☐ Adult Oriented (this will determine your placement in the festival)

I Plan To: (Check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> Sell a product | <input type="checkbox"/> Promote a library (list name below) | <input type="checkbox"/> Promote my performance |
| <input type="checkbox"/> Pass out giveaways | <input type="checkbox"/> Collect donations | <input type="checkbox"/> Hand out info about an ___ Organization ___ Event |
| <input type="checkbox"/> Offer an activity or special promotion (please describe): _____ | | |

If selling a product, please describe the item(s) you will be selling: _____

Accessibility Accommodations

The Carroll Book Festival is committed to making reasonable accommodations as required by the Americans with Disabilities Act and other applicable law. Your request for accommodations will in no way affect your acceptance status. Please describe any specific accommodations you are requesting based on physical, psychiatric, behavioral, or other concerns. All requests for accommodations must be made by June 1, 2026, to allow the committee sufficient time to consider the request.

All Applicants

I certify that I have read and fully understand and agree to comply with the Carroll Book Festival Fact Sheet and that the Regulations contained in this application, and that the information I have provided in this application is true. I will be personally responsible for ensuring that the use of my space is carried out in conformance with this application. I further understand that if I intend to sell anything at the festival, **I am required to charge 6% sales tax and I will be assigned a temporary Maryland State Tax ID# by the MD State Comptroller's Office after the event, if needed.**

As a participant of the Carroll Book Festival, I agree that I, or anyone entitled to act on my behalf, together with the organization I represent (if any), hereby waive and release Carroll County, MD, Carroll County Public Library, and the organizers of the festival, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of my participation in the festival, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in the Carroll Book Festival by groups or organizations other than Carroll County and Carroll County Public Library officials, departments or committees does not constitute endorsement by Carroll County, Carroll County Public Library, or any related group. By signing this application, I authorize my check (if applicable) to be processed and deposited upon receipt. I understand that if I am not accepted into the festival, a full refund will be issued.

Signature _____

Date _____

VENDORS ONLY - PLEASE COMPLETE AND SUBMIT THIS PAGE WITH PAYMENT

Organization/Business Name (as you would like it listed in print): _____

Contact Person: _____ E-mail: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell #: _____

Website/Social Media URL: _____

Fees are per 12' x 12' space. Additional spaces will be adjoining the primary booth.

Please check appropriate box below.

	1 Vendor space	Additional spaces
Publisher, Publication, Merchant, Performer, or other Business	<input type="checkbox"/> \$100	<input type="checkbox"/> \$75
Book Arts (<i>handcrafted</i>):	<input type="checkbox"/> \$100	<input type="checkbox"/> \$75
Non-profit: (<i>proof of Non-profit status must be provided with your application</i>)	<input type="checkbox"/> \$75	<input type="checkbox"/> \$50

Space is issued only to the vendor listed on this application and is not transferable.

Payments will be processed at the time of the application. If not selected, applicants will receive a full refund. **If emailing your application, please do not fill in a credit card number.** Instead, Select Credit Card Payment, print and sign your name, mail or e-mail the application, and call CCPL Finance Dept – 410-386-4500, to provide a credit card number by phone.

of spaces _____ X Space Fee _____ + \$25 Late Fee (if applicable) = **Total fee** \$ _____

Total Paid: \$ _____ Check # _____

Please make checks payable to: **Carroll County Public Library – note - CBF**

_____ CREDIT: Circle one: VISA / MC / DISC / AMEX

Signature (required): _____ Print Name: _____

Late fee required for applications postmarked after April 15, 2026.

Applications postmarked after April 30, 2026, will not be accepted.

No refunds will be made after May 1, 2026. Refunds are subject to a \$10 processing fee.

SEND COMPLETED APPLICATION AND PAYMENT TO:

Vendor@carrollbookfestival.org

Or mail to: Carroll Book Festival

c/o Carroll County Public Library

1100 Green Valley Rd.

New Windsor, MD. 21776

FOR OFFICE USE ONLY Carroll Book Festival Vendor Application

	Vendor Space	Additional Spaces	Date Rec:
Publisher, Publication, Merchant, Performer, Book Arts	<input type="checkbox"/> \$100	<input type="checkbox"/> \$75	Initials: _____
Nonprofit	<input type="checkbox"/> \$75	<input type="checkbox"/> \$50	Date Proc: _____
Proof of Non-profit received _____	<input type="checkbox"/>	<input type="checkbox"/>	Initials: _____
			# of Spaces: _____
			Conf. Sent: _____
			A/R Sent: _____

Accepted Vendor Packet

Copy of the acceptance letter

1 parking pass

Information on booth assignment – number and map

Pass for access to hospitality suite

Contact information “business card”

Receipt for payment