



### 2026 Festival Marketplace Vendor Guidelines

This large-scale multi-day outdoor event celebrates the roots, richness and variety of American culture. It features hundreds of the nation's finest musicians, dancers, craftspeople and other keepers of culture in performances, workshops, and demonstrations, plus children's activities, non-stop participatory dancing, storytelling, parades, and more.

**We are now accepting Festival Marketplace vendor applications for the 2026 Maryland Folk Festival**

**2026 DATES → September 18, 19, & 20, 2026 – Downtown Salisbury, MD**

**Final Application Deadline: Monday, May 18, 2026**

The Festival Marketplace will offer festivalgoers the opportunity to purchase the juried, handmade creations of the finest artists and craftspeople from the State of Maryland and the surrounding region. It will include both deeply traditional crafts and more contemporary artistic expressions.

**NEW IN 2026 → No application fee.** Online application may be found here: <https://bit.ly/26MDFF-marketplace>

**In order to ensure quality and integrity, a committee selects vendors based on a set of criteria that includes:**

- artistry / craftsmanship
- distinctiveness / uniqueness of design
- presentation (booth)

The committee reviews all applications and selects vendors who best meet these criteria.

#### **Eligible items include, but are not limited to:**

- pottery
- jewelry
- paintings
- quilts
- custom furniture
- textile art
- stained and blown glass
- photography
- woodwork
- sculpture
- mixed media
- packaged food products

#### **Ineligible items include, but are not limited to:**

- crafts made from store-bought kits or molds
- commercial reproductions
- alcohol or tobacco products
- manufactured items that have been assembled
- imported finished goods
- guns, knives, or swords

**Additional notes for applicants:**

- Vendors offering activities or services such as face painting or photo booths will not be considered.
- The festival strives to present a well-rounded marketplace; therefore, we may limit multiple vendors showcasing similar items.
- Final notification of acceptance will be communicated no later than May 29, 2026.
- The Maryland Folk Festival reserves the right to deny any application without explanation.

Please contact [cohare@salisbury.md](mailto:cohare@salisbury.md) if you have any questions. We look forward to reviewing your application!

Sincerely,

A handwritten signature in black ink, appearing to read 'COHARE', with a stylized flourish at the end.

Caroline O'Hare  
Events & Culture Manager  
Department of Arts, Business & Culture  
City of Salisbury

## **MARYLAND FOLK FESTIVAL**

### **2026 Festival Marketplace**

#### **Vendor Application Guidelines**

**2026 DATES → September 18, 19, & 20, 2026**

<b>IMPORTANT DATES:</b>	
Applications Open (acceptance/rejection on a rolling basis)	March 2, 2026
Applications Deadline	May 18, 2026
Final Date of Notification of Acceptance by Email	May 29, 2026
Contracts sent out by	June 11, 2026
Deadline for Tax Information & Proof of Insurance/Waiver	July 17, 2026
Deadline for Postmark of fully-executed Contract and Vendor Fees	July 17, 2026
Cancellation for Refund	July 31, 2026
Participation Details Emailed to Vendors	August 28, 2026
2024 Maryland Folk Festival	September 18-20, 2026

### **APPLICATION PROCESS**

Applying vendors are required to submit the following by no later than May 18, 2026:

- A **completed and successfully submitted Festival Marketplace vendor application**.
  - Applicants will receive email confirmation of their successful submission. If you DO NOT receive a confirmation, your application was not successfully submitted and therefore will not be considered. It is the vendor's responsibility to ensure a successful application has been submitted.
  - Festival organizers may request clarification; failure to provide requested clarification is grounds for rejection.
- Four (4) **current photographs** of their artistic work to be sold.
- One (1) **current photograph** of their booth sales operation.
- **NEW IN 2026 → No application fee.** Online application may be found here: <https://bit.ly/26MDFF-marketplace>

#### **Additional Application Information**

- Application does not guarantee acceptance.
- Vendors must apply each year in order to be considered. Acceptance in past years does not guarantee acceptance in future years.
- Failure to meet application deadline may result in rejection of application.

#### **Selection Process**

The number of Festival Marketplace vendors selected for the 2026 Maryland Folk Festival will depend on the final site design layout. The festival anticipates that with good weather, approximately 20,000 will attend over the course of the weekend and that between 25 and 30 vendor spots may be available to meet the demands of this crowd size.

- All Festival Marketplace vendors are reviewed by a committee. Applications are rated on product quality & uniqueness, authenticity, connection to local/state/regional culture, and relationship to artist's community. Please provide clear photos of your product and vending space so that your products are represented to our committee accurately.
- Eligible Festival Marketplace vendors include (but are not limited to): pottery, jewelry, paintings, quilts, custom furniture, textile art, stained glass and blown glass, photography, woodwork, sculpture, mixed media, and packaged food products.
- Applicants will be accepted on a rolling basis and will receive notification by email regarding acceptance or rejection by no later than May 29, 2026.
- The Maryland Folk Festival reserves the right to deny any application without explanation.

## **VENDING AT THE MARYLAND FOLK FESTIVAL MARKETPLACE**

Vendors selected to participate in the Maryland Folk Festival will receive an acceptance email no later than **May 29, 2026**.

On June 11, vendors selected to participate will receive their contract agreement by email. All necessary contracts, forms, and vendor fees must be submitted back to Festival offices by **July 17, 2026**. Failure to meet this deadline may result in forfeiture of booth space.

Vendors are responsible for all local, state and federal taxes. In early August, the Festival will send a list of accepted Marketplace Vendors with each vendor's name, physical address & email to the Maryland State Comptroller's office. The Comptroller's office will confirm which vendors have a valid MD Sales & Use Tax Certificates and reach out to vendors who need a number issued to them.

Vendors are responsible for providing proof of liability insurance to Maryland Folk Festival producers. If Vendor does not hold liability insurance, Vendor may instead sign a waiver releasing Maryland Folk Festival producing partners from any claims of liability associated with Vendor's participation in the Event.

Vendors will receive a participation packet with detailed site information approximately 3 weeks before the festival.

### **Festival Marketplace Hours of Operation**

- Vending Hours are as follows:
  - Friday: 6:00pm to 9:00pm
  - Saturday: 12:00pm to 7:00pm
  - Sunday: 12:00pm to 6:00pm

### **Booth Staffing**

- Booths must be staffed for all contracted hours.
- The festival goes on **rain or shine unless extraordinary weather presents a safety issue**. All vendors are expected to be open during the hours listed above unless they are notified by Festival personnel.
- The Maryland Folk Festival can draw very large crowds (approximately 20,000 over the weekend). Vendors are strongly encouraged to have booths staffed by more than one person to allow for breaks, large crowd size, and busy Marketplace times.

### **Booth Pricing & Payment**

- Vendor Fees cover all three days of the festival.
- **VENDOR FEE →** The basic vendor fee is \$300.00.

- Booth fee includes a 10'x10' tented space, one table, two chairs, and security in the Marketplace area for Friday and Saturday night.
- A 20 Amp (2000-Watt 120 Volt) single outlet electrical service is available if requested by **July 17, 2026**.  
Note: The Festival provides ambient lighting for all Marketplace tents.
- Additional 8-ft tables can be provided for an at-cost fee of \$20.00 each.
- The festival reserves space upon receipt of payment.
- **Full payment of all vendor fees must be sent & postmarked by July 17, 2026 by check. Vendors forfeit space if payment is not received by the deadline. Credit cards cannot be accepted.**

### Refunds

- No refunds for cancellations after **July 31, 2026**.
- No refunds for inclement weather.

### Vendor Placement

- The festival will assign the booth location for each vendor. Our aim is to place vendors who sell similar products in different areas of the Marketplace. Please understand that festival Marketplace vendor placement is subject to change if there are changes to the festival site.
- **The festival provides tented space. Marketplace vendors may NOT bring their own tent / canopy.**
- Typically, Marketplace tents will be 10'-100' long. As such, a single tent may accommodate two to ten 10'x10' booth spaces.
- Marketplace tents are 10' deep. Vendors are limited to exhibiting only within their 10'x10' space.
- Vendors can apply for one (1) space or two (2) contiguous spaces. Booth spaces come in ten-foot increments. If you apply for 2 spaces, the booth fee is double.
- Due to site limitations, vendors will not have access to the back of their vendor space. Please plan accordingly.
- Any special needs requests regarding booth size or placement must be included on the vendor application. The festival accommodates special needs on a case-by-case basis; charges may apply.

### Space Details

- Vendors may not trade, switch, or set up in another area, without approval from the festival.
- No holes may be dug.
- Water service and phone lines are not available in the Marketplace.
- **Dedicated Wi-Fi service is not guaranteed in the Marketplace.** Vendors needing a reliable internet connection should plan to provide their own hotspot service.
- No space will be held without a completed contract and full payment of the contract fee.

### Set up

- Marketplace vendors must arrive to set up their booths on Friday, September 18, 2026 between 9:00am and 4:00pm. All vehicles must be removed from the festival site by 4:30pm.
- Load-in will be on a set shift schedule, as determined by the Marketplace Coordinator. This schedule will be sent no later than two weeks before the festival, along with detailed load-in and parking information for vendors.
- Vehicle unloading space will be near but not necessarily directly in front of an assigned booth in the Marketplace.
- Vendors will be permitted twenty (20) minutes for unloading.
- Vendor vehicles will need to be removed from the designated unloading area before vendor begins booth setup.
- In order to efficiently and equitably accommodate all Marketplace vendor load-in needs, these rules (along with additional procedures specified in the contracts of artists selected to participate) will be strictly enforced.

- If the nature of your booth design and/or setup processes is incompatible with these procedures, and if special exception to be considered.
- Booths must be set up and operational by 6:00pm on Friday, September 18, 2026.
- Non-compliance will result in disqualification for future festivals and may result in forfeiture of the space during the current festival.

### **Booth Operations Guidelines**

- Vendors must restrict activities to their booth space.
- No space-sharing or subletting will be permitted, nor can the vendor assign the contract to another party.
- Vendor booths must be fully operational at the time the Marketplace officially opens each day and remain fully operational until the Marketplace closes each day.
- Vendors may not advertise outside of their booth space. (This includes but is not limited to: the use of rovers, flyers, and sandwich boards.)
- Raffles are not allowed.
- Camping is not allowed on the festival site.
- Generators are not allowed.
- There will be overnight security in the Marketplace area provided by the festival on Friday and Saturday. However, fixtures and materials are left overnight at the vendors' risk. The festival's insurance will not cover personal property; vendors should obtain their own insurance.
- Playing music from your booth is prohibited. (An exception will be made for musical instrument makers who may demonstrate their instruments and allow customers to try them out.)
- Vendor is responsible for a clean booth area, free of debris.
- Vendors may sell ONLY the type of work the festival has invited them to sell (indicated on contract).
- The festival encourages vendors to perform ongoing demonstrations within their booths.
- Demonstrations emitting loud noises (instruments or machinery), strong odors, or those that involve any activities deemed disruptive by the festival are not permitted.
- Vendors should furnish sufficient change for their sales transactions. The festival cannot provide change to vendors.
- The festival provides ambient lighting. Vendors are responsible for bringing their own display lighting.
- Total electrical load cannot exceed a 20-amp 120 Volt circuit.
- Vendors must comply with all logistical regulations.
- In the event of a dispute, the decision of the festival organizers will be accepted as final.

### **Packaged Food Products**

- Only pre-packaged and prepared off-site food products intended for take-home or gift use will be approved.
- Those vendors offering samples must adhere to the following:
  - Samples must be no more than ¼ of a normal service size.
  - Only samples that can be served at room temperature will be allowed.
  - No cooking or heating of samples will be permitted through the festival office.
- Vendor must adhere to Wicomico County Health Department guidelines pertaining to food sampling. For more information about food samples go to: <https://www.wicomicohealth.org/>
- Vendor cannot offer samples outside their booth space.

## Marketing

All Festival Marketplace vendors will receive the following marketing benefits:

- A listing on the festival's website, with a link to the vendor's website (if submitted).
- A listing in the Festival's Official Program Guide (10,000+ copies printed and distributed).
- All vendor supplied promotional information must be submitted by **July 17, 2026**.

## Electricity

- A 20 amp single ground fault outlet electrical service can be provided at no charge, but must be requested by **July 17, 2026**.
- The festival will identify for each vendor their electrical service connection.
- Vendors are responsible for providing their own power cord and power distribution from the service connection to and within their vending space. Vendors should bring **one 50' grounded 12-gauge extension cord** and other outlet strips as needed. Cords should be labeled with the business name at both ends. All cords not of acceptable gauge will be disconnected.

## Vehicles on Site

- **Vehicles** are **allowed** on-site **ONLY** during the following times:
  - Friday – until 4:30pm & after 11:00pm
  - Saturday – until 10:30am & after 9:00pm
  - Sunday – until 10:30am & after 7:00pm
- For the safety of the festival's attendees, vehicles are not allowed to move onto or within the site during operating hours. This limitation includes no access during a time window before and after scheduled events, to allow attendees to safely arrive and depart.
- The festival may choose to delay nighttime vehicle access based on needs for crowd safety.

## Booth Clean Up

- Vendors may not begin to dismantle or remove booths before **5:30pm on Sunday, September 20, 2026**.
- Vehicles are NOT allowed on-site until 7:00pm at the earliest on Sunday, September 20, 2026. Please note: **Vendor vehicles will not be allowed to enter the site before given permission by the Marketplace Coordinator**. Site access times may change for safety purposes and is at the sole discretion of Festival organizers. Be aware that pedestrians will still be present on festival grounds during tear-down.
- Vendors must take home their entire booths – including carpet, display racks, storage containers, & decorations.
- All booth spaces must be clear by 9:00pm Sunday.
- Any vendors failing to completely clean up their booth areas must pay a clean-up fee and may be disqualified from participation in future festivals.

## Trash Disposal

- Vendors must properly dispose of trash and cardboard as directed by festival personnel.

## Taxes & Insurance

- TAXES - Vendors are responsible for all local, state and federal taxes.
  - Vendor acknowledges and understands that they are responsible for sales and use tax and shall in no way hold the City of Salisbury, Wicomico County, or its representative responsible for any

type of permits other than for the festival itself. Vendor is responsible for the acts, and all costs associated with, any and all its employees and volunteers. No Vendor shall hold itself out as an Agent of the City of Salisbury.

- You will need a Maryland Sales Tax ID number by the time the festival takes place on Friday, September 18, 2026. If you have a Maryland Sales Tax ID number, please include it in your application.
- To look up your sales tax number online, visit: <http://www.marylandtaxes.com/>. There is no fee for this.
- Not having a Maryland Sales Tax ID number at application time will not affect the decision to accept or reject an applicant.
- In compliance with MD state law, all vendors must have an MD-issued tax ID number. Vendors without a tax ID number can obtain a temporary one from the comptroller's office for festival use. For assistance with this process, please contact the Marketplace Coordinator.
- INSURANCE - The festival disclaims any authority of control over the operation of vendors.
  - Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to: obtaining liability and general coverage insurance for vendor-related activities adhering to all local and state ordinances and regulations.
  - Vendor acknowledges and understands that they are responsible for providing proof of liability insurance to Maryland Folk Festival producers. If Vendor does not hold liability insurance, Vendor may instead sign a waiver releasing Maryland Folk Festival producing partners from any claims of liability associated with Vendor's participation in the Event.
  - The festival does not have separate vendor coverage under any insurance it may maintain.

**Vendors who fail to comply with or repeatedly violate these guidelines may be expelled and/or not invited to apply in future years. The festival reserves the right to amend these guidelines as needed. In the event of a dispute, the decision of the Maryland Folk Festival will be accepted as final.**