2026 FALL BACK HALLO-WINE FEST
VENDOR MANUAL

*Management reserves the right to amend any/all procedures as seen fit

DATE/TIME: October 31st, 2025, 1pm-7pm

LOCATION: Washington County Agricultural Education Center
7313 Sharpsburg Pike
Boonsboro, MD 21713

EVENT MANAGEMENT CONTACT INFO: Sarah Black, Event Director
BEFORE EVENT DAY: sarah@ifgevents.com

MOVE IN TIMES: SATURDAY 10/31 9:00am until 11:30am
.*if you need access on Friday, please contact Sarah Black
ALL VEHICLES MUST BE OUT OF FESTIVAL AREA NO LATER THAN 12:00pm.

MOVE OUT TIME: SAT 10/31 - 7:15pm (OR 15 min. after music ends. Please note… sometimes The Reagan Years do tend to go a little longer.)
*You may break down early. You may even carry your things to your car *through the vendor gate*, however **DO NOT ENTER THE FESTIVAL GROUNDS WITH YOUR VEHICLE WHILE OUR PATRONS ARE STILL WALKING ABOUT. THIS WILL BE STRICTLY ENFORCED.** (This also includes messing with the event fence - lifting it up, pushing it down, or cutting it!) And vehicles are NEVER allowed under pavilions.

VENDOR SPACE:
Vendor spaces are on concrete or grass and vary in size. Your space should accommodate your needs based on your application. Each vendor is responsible for tenting/setting their display and presenting themselves in a manner which reflects a positive image for the event and their company. Your tent(s) must be securely weighted/staked. If not, we will take it down.

ELECTRIC:
Electricity is only supplied to those who have paid for it in advance. Those who have electricity need to have their own extension cords, which will be covered by our mats.

WIFI/CELL RECEPTION:
We do not provide wifi. Cell reception can be spotty at times. We recommend all vendors be prepared to take cash payments. Also, many vendors have found that using their own personal hotspot has been successful.

ATM:
There will be an ATM near the front gate.

VENDOR NAME TAGS:
All vendors and their helpers will be required to wear name tags. These tags will be provided by QSF and must be worn and VISIBLE at all times. You will be given them when you arrive, along with your parking pass.

VENDOR ID:
Vendors will not have wristbands, unless they purchase a vendor upgrade wristband. For this event, we use the honor system. If you say you are a vendor, we will believe you. This applies to vendors' helpers as well.

VENDOR UPGRADES:
Vendor upgrade wristbands will be available for purchase day of the event for those wishing to participate in unlimited sampling. Wristbands are $22 and are available at the front gate beginning at 12:15pm. Must be 21 to purchase. You will be ID'd.

VENDOR PARKING:
ALL VENDORS WILL PARK IN THE DESIGNATED VENDOR PARKING LOT WHICH IS LOT A (LARGE GRAVEL LOT) AND WILL USE THE PROVIDED DASHBOARD TICKET. THIS INCLUDES FOOD VENDORS. Vendor helpers should park in the general event field parking.

TRASH:
We ask that you place your trash (boxed or bagged trash) behind your space. Our crew will come by to retrieve your trash periodically. FOOD VENDORS – Please make trash bags are light enough to where they don't break. Do not leave oil on the ground. PLEASE DO NOT PLACE ANY TRASH IN OUR DUMPSTERS.

RESTROOMS:
Portable toilets are on site in multiple locations (see map)

FIRST AID/EMS:
EMS staff, heat/air conditioning, water and other relief is available to vendors, volunteers and patrons who may need it.

FIRE SAFETY/EXITS:
Each large tent/pavilion is equipped with fire extinguishers and there are multiple fire exits. Please locate the exit nearest you before the event begins.

SECURITY:
Security will be provided for your safety as well as the safety of our patrons. Both volunteers and trained staff will be present throughout the day.

CARE:
Vendors must not injure or deface the grounds or buildings. NO TAPE ON CONCRETE FLOORS. When such damage occurs, the vendor is liable to the owner of the property so

damaged. The vendor shall comply with all reasonable requests of officials of the complex. Vendors will be charged for excessive debris left in vendor space and cleanup caused by paint, oil, grease, adhesive materials and abrasives.

CONDUCT:
Vendors shall conduct and operate in their space so as not to annoy, endanger or interfere with the rights of other vendors, event staff and patrons.

CHILDREN:
This is a 21 year old + event. **NO children are allowed, including vendors' children.**

LIABILITY:
Interstate Festival Group, LLC, IFG Consulting LLC and Washington County Agricultural Education Center will not be responsible for any injury, loss, or damage that may occur to the vendor or to the vendor's employees or property from any cause whatsoever. The vendor assumes full responsibility and liability resulting directly or indirectly, or jointly, from other causes that arise because of the actions or omissions of its agents, employees or independent contractors, whether acting with or without the scope of their authority. Your own insurance is your own responsibility.

SALES TAX:
The sales tax on retail items being sold at this event is 6%. As a company selling items in the state of Maryland, you should be charging sales tax and then forwarding the appropriate funds and paperwork to the Revenue Administration Division. For more information please visit: www.marylandtaxes.com

HEALTH DEPARTMENT:
A Temporary Food Permit is required to operate at this event. If you are selling food and have not yet obtained this permit, please contact the Washington County Health Department at 240-313-3400 or
https://washcohealth.org/wp-content/uploads/2018/07/Temporary-Food-Application.pdf

PERMITS/LICENSES:
Vendors shall obtain all pertinent permits and licenses required by any federal, state or local laws, ordinances and regulations.

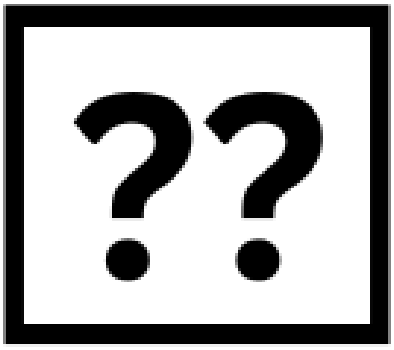
IN THE EVENT OF RAIN:
This event is rain or shine. It is the responsibility of the vendor to be prepared to protect themselves and their property.

PROHIBITED ITEMS:
The sale of alcohol, weapons of any kind, illegal drugs and paraphernalia is prohibited. In the event of such, vendor will be dismissed immediately.

VENUE ADDRESS:
Washington County Agricultural Education Center
7313 Sharpsburg Pike
Boonsboro MD 21713

EMERGENCY CONTACTS:
EMERGENCY – If serious, Dial 911
EMS – On Site – Or Dial 911
FIRE - Sharpsburg Fire Dept. 301-432-6321 Emergency: 911
POLICE - Wash Co Sheriff 240-313-4345 Emergency: 911
HOSPITAL - Meritus Medical Ctr. 301-790-8000

FESTIVAL STAFF:
FESTIVAL DIRECTOR – Sarah Black
FESTIVAL FIELD SUPERVISOR – Bryan Kelly
SECURITY - Lead Security/Parking – Brad Moser
VENDORS – Lead Vendors - Sarah Black
TICKET SALES - Lead Sales – Jessica Edwards
FRONT GATE – Lead Front Gate – Andrea Mills
LOGISTICS – Lead Logistics – Victoria Helkowski
BEER/WINE – Lead Beer/Wine –Ami Moser
SET UP – Lead Set Up – Victoria Helkowski
BANDS/MUSIC – Adam Scott



?? = Your Space Number And Location Can Be Found On The Festival Map and will be written on site in chalk or paint.

Standing behind your space number correctly will indicate where the FRONT & MIDDLE of your space is, as depicted in this diagram.

A single space is 12' X 12'