



THE INSTITUTE
FOR WOMEN

Fall Flea Market

FELLOWSHIP & FUNDRAISER

Vendor Terms and Conditions

Location:

Forest Heights Baptist Church
6371 Oxon Hill Road
Oxon Hill, MD 20745

Event Date: Saturday, September 23, 2023

Event Summary: The 2023 IFW Fall Flea Market and Fellowship & Fundraiser (“Flea Market”) will take place in Oxon Hill, Maryland. The Flea Market is an event organized by the Institute for Women™ (the “IFW”), a 501 (c)(3) non-profit organization. The Flea Market is a gathering of Vendors that is free and open to the public. The IFW does not collect any commission on Vendor sales, only a \$75.00 table fee to offset costs.

General Information: Each space is \$75 and includes a rectangle table. Spaces will be assigned to ensure a varied selection for shoppers. All Vendors are required to bring their own display materials such as chairs, racks, signage, etc. Vendors are not required to give the IFW a percentage of sales. ***The IFW does, however, encourage and welcome Vendors to make a donation to the IFW.***

Please read the following terms and conditions.

Acceptance of these terms is necessary for inclusion in the Flea Market. Vendors may not proceed with registration without agreeing to these terms and conditions.

IFW Fall Flea Market & Fellowship & Fundraiser **Vendor Terms and Conditions**

Agreement: By completing the online registration form and indicating that you have read and accepted the Vendor terms and conditions, you are agreeing that a representative will be present at and operate your Vendor space from 10:00 AM until 2:00 PM on Saturday, September 23, 2023, at the address listed on this agreement.

Setup: The setup time is from 9:00 AM-10:00 AM. Upon arrival for setup, Vendors must check in to receive a space assignment. All Vendors must be setup and ready for shoppers by 10:00 AM on Saturday, September 23, 2023.

Breakdown: Breakdown can start at 2:00 PM and you must be completely packed by 2:30 PM. The IFW must vacate the premises by no later than 3:00 PM.

Space Details: All display items must be provided by the Vendor. Vendors are responsible for setting up and breaking down all items in their space, except for the table provided. Vendors must ensure that all display items (equipment, merchandise, signage, etc.) fit within their assigned space – materials cannot interfere with other spaces or walkways. Vendor spaces will be pre-assigned, based on available space and the type of merchandise the Vendor is selling.

Sales, Taxes, & Permits: Vendors are responsible for conducting all of their sales. The IFW will not take a commission of sales. Vendors are responsible for collecting and reporting sales tax. For more information, please contact the Maryland State Comptroller's office at 410-260-7980. Vendors must carry the appropriate permits to sell their merchandise and/or food within the town of Forest Heights, within Prince George's County, and within the State of Maryland.

Refunds: The Flea Market is one of the many fundraising events organized by the IFW. Your contribution to this event is greatly appreciated and helps support women across the world. As such, no refunds will be issued.

Insurance: Vendors are solely responsible for securing appropriate insurance to cover their operations. The IFW is not responsible for any damage or loss of property of the Vendor. Vendors who do not carry a business insurance policy, are encouraged to consider a one-day event insurance policy for purposes of participating in the Flea Market, which can be obtained from a qualified insurance company. Any food sold must be prepared and sold within the guidelines of the Prince George's County Fire and Health Departments, including any necessary permits.

Failure to perform: The IFW reserves the right to remove any Vendor that does not comply with the rules and regulations set forth in this document. Additionally, if the

IFW deems a Vendor's conduct or items for sale to be inappropriate (*e.g.* profane language, signage or messaging which is inappropriate, explicit, offensive, or otherwise does not align with the mission and values of the IFW) the Vendor will be asked to pack up and leave immediately.

Release and Indemnification: Vendor waives, releases, and discharges the IFW and their agents, directors, and volunteers from any and all liability, including but not limited to, any personal injury, property damage, property theft, or actions of any kind which may arise as a result of Vendor's conduct or participation in the Flea Market. Vendor agrees to indemnify and hold harmless the IFW, their agents, directors, and volunteers from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of, or related to their participation at the Flea Market, which includes set up and breakdown.

This is an attachment to the online registration completed by the Vendor. By completing the registration, including remittance of the \$75/table fee, the Vendor has also indicated that they have read and agree to these terms and conditions.