



January 20, 2022

Dear Garden Market Vendor,

Thank you for your interest in being a **non-profit** vendor!

The Annual Garden Market lay “dormant” for two years, but will now blossom again on Friday, April 29 (9-6PM) and Saturday, April 30 (9-4PM), 2022. Our vibrant and beautiful two-day Garden Market is a beloved community event that began in 1997. As the Market bloomed over the years, more and more visitors made the event their yearly spring tradition. We are pleased that over 4,000 neighbors and visitors from the tristate area enjoy our yearly Garden Market, and we now welcome their return.

We realize that you represent a non-profit organization, and hope to draw community awareness and support to your cause. We try to help but we carefully select our non-profit participants due to limited space. Our Vendor Coordinator reviews all requests, determines suitability, and selects vendors.

Our Garden Market is an opportunity for non-profit vendors to sell garden-related, natural products, or offer “giveaways” to Garden Market visitors. In our experience, booths with interactive exhibits attract more guests than information only, ones. An exciting booth can draw more attention to your non-profit cause.

For our select group of non-profit vendors, we offer a 10x10 space and respectfully request a monetary donation in exchange. Please be aware that this is a fundraising opportunity for us, so we do charge for-profit vendors booth space according to size.

Monies raised or donated to our event help support our various ministries throughout the year, including:

- Our Outreach Office Food Pantry, which is open year-round 3 days a week to distribute food to people in need.
- Our Mission Committee, which funds worthy charities in our county, state and nation.
- Our Parish Center used as a meeting place for four recovery groups. We support efforts to reduce addiction in our community.
- Our ongoing and committed stewardship of a historic building and property. Our active church, established in 1706, is a registered Maryland Historic Landmark.

For 316 years, St. Mary Anne’s has remained steadfast to Jesus’ mandate to love God and our neighbor. We hope that you will participate in this year’s Garden Market—so that together, we can celebrate God’s beautiful creation for the benefit of many.

Thank you and Blessings,

Father John Schaeffer

The Rev. John R. Schaeffer, Rector

Dawn Rodenbaugh

Dawn M. Rodenbaugh, Vendor Coordinator

315 South Main Street, North East, MD 21901

www.stmaryanne.org



Don't miss out on being a Garden Market vendor!

The Deadline to Reserve your Spot is March 15, 2022

To be a Garden Market vendor, please provide the following information:

- Company name:
- Products (must be garden related or made from natural materials):
- Contact person:
- Contact phone number: _____ Email: _____
- Website (if you have one):
- Previous GM vendor? If so, what year(s)?
- Are you bringing tent(s) and table(s)? _____ If so, how many? _____
- Approximate space required (circle desired size). The cost reserves the booth and ground space for two days, with set-up the day before the event.
 - (10 x 10) \$100.00
 - (20 x 10) \$200.00
 - (30 x 10) \$300.00
 - (40 x 10) \$400.00
 - Food vendors \$300.00 (electricity and water charge is \$25.00 extra)
 - **(10x10) Non-profit**

Please contact Dawn Rodenbaugh, Vendor Coordinator at smagardenmarket@gmail.com to reserve your spot and to provide the above information. **Once she approves your participation**, we require payment in full to reserve your space. Please send a check payable to St. Mary Anne's Episcopal Church (Garden Market Vendor in memo), 315 South Main Street, North East, MD. 21901.

There are no refunds for canceling after April 15, 2022. To cancel, you must contact Dawn Rodenbaugh via email at smagardenmarket@gmail.com. We will refund vendor space fees, to all vendors, if the entire Garden Market is canceled (due to a statewide pandemic shutdown mandate or circumstances deemed unsafe for outdoor gathering).



Vendor Instructions

Welcome to both new and previous vendors. We hope you will be able to join us at this year's Garden Market, as it is a great opportunity to raise awareness of your business and to make new friends in the area.

We put a great effort into advertising and organizing the Garden Market, and work to make it a successful community event and experience for all. To that end, we ask that you carefully review the vendor instructions

- The Committee has established that vendors **must adhere to a gardening or gardening related theme**. Natural products are encouraged. Our Market celebrates, primarily, the plants of the garden and things related to the garden and land.
- Please inform us if you are using a tent, and the amount of the space you require. Please realize that our churchyard is constantly changing due to new gravesites. We do not guaranteed previous booth locations. We will measure, reserve, and mark vendor areas with paint according to size requested (see space options).
- Vendors are to provide their own tents, tables and chairs. We do not offer electricity to non-food vendors.
- There is **no smoking** on church property. We thank all vendors for respecting this policy.
- We ask vendors **not to bring pets** to the churchyard either at set-up or during the Market.
- **Vendors are responsible for their own set up and take down**. Please bring your own helpers to unload or load your trucks and cars. Vendors must remove all unsold items from the churchyard on Saturday at the end of the Market. Please leave your area as clean as you found it.
- Every effort is made to keep the area secure during the overnight hours. However, St. Mary Anne's Episcopal Church will not be held liable for any theft or injury.
- **Set-up is on Thursday, April 28, 2022 between 8AM-4PM**. When setting up on Thursday, we ask you to pull into the churchyard at the Church Point Road entrance and proceed to your location to unload. For the safety and convenience of all, we need to keep traffic moving in one direction. There will be a Market volunteer to provide directions to your space and flags to mark your location. Please unload as quickly as possible, relocate your vehicle to a parking area, then return to setup your display. Please be courteous and patient with your fellow vendors.
- **Please be ready for the public by 8AM Friday morning**. No vehicles will be allowed in the churchyard after 7AM Friday or during the hours of the Market. If you need to restock, please do so Friday evening.
- **You must have enough merchandise for both days**.
- **Please do not start to break down your display until 4PM Saturday**.
- **The Garden Market is a RAIN or SHINE event** as such, please be prepared for inclement weather. If you need to cancel, you must do so by April 15 (2 weeks prior to Friday, April 29.) via email to Dawn Rodenbaugh at smagardenmarket@gmail.com. Any cancellations **after April 15** will result in a forfeiture of future invitations and vendor fees.
- We make every effort to advertise the Garden Market. You have the opportunity to do the same, by letting your customer base and friends know about this event. Look for our website (www.stmaryanne.org) and "like" and "share" us on our "St. Mary Anne's Garden Market" Facebook page. The more we advertise the more assured you are of a profitable weekend.
- Understandably, the wear and tear on our historic property from this large community event is a concern. We request your help, as a vendor, to maintain your booth space and respect our sacred spaces and property.