



## Caroline Summerfest

### August 19 & 20

For over 22 years, Caroline Summerfest has been an outdoor celebration of arts and entertainment on the grounds and surrounding streets of the Caroline County Courthouse.

This year's event will be held over two days. Friday, August 19 5:00 p.m. until 10:00 p.m. and Saturday, August 20 from 12:00 p.m. until 9:00 p.m. (*Please note time change for Saturday*)

The event has attracted up to 10,000 participants in past years.

**If you are a NON-PROFIT, civic, government, church, or community organization serving all or part of the Caroline County community, please consider participating in this event.**

Your NON-PROFIT organization should consider this year's Summerfest as an important fund raising and public relations opportunity. Public patronage of food concessions, activities, game booths, and public information displays at last year's event was excellent!

***Do consider being a part of Summerfest 2011.*** The specifics on booth space - size, cost, location, setup time, etc. - are detailed for you on the attached pages. There are separate vendor applications - **Non-profit General Vendors, Non-profit Food Vendors, and Private Business Corporate Sponsors.** (*Call 410-479-8120 for Corporate Sponsor forms and info.*)

If you are new to Summerfest? Please feel free to contact us if you have any questions about what will work best for your non-profit organization.

**Please note that there are some important deadlines:**

- ▶ **RETURNING VENDORS:** If you are a returning vendor from last year, please complete this application form and submit by **April 1, 2011** (if you would like us to consider maintaining your 2010 booth location.)
- ▶ **All applications due June 1, 2011.**
- ▶ Applications received after June 1st must pay an additional \$28 late fee charge.
- ▶ No applications will be accepted after June 15th.

Summerfest is shaping into an exciting event. We hope you can be a part of it!

Summerfest Steering Committee  
FOR MORE INFORMATION  
CALL 410-479-2050

[www.carolinesummerfest.com](http://www.carolinesummerfest.com) or [www.dentonmaryland.com/events](http://www.dentonmaryland.com/events)



## CAROLINE SUMMERFEST FOOD VENDOR INFORMATION

### FESTIVAL DATES AND TIMES

Caroline Summerfest will be held over two days. This year's Summerfest is set for Friday, August 19, 5:00 p.m. until 10:00 p.m. and Saturday, August 20, 12:00 p.m. to 9:00 p.m. (please note time change). It is a large outdoor event located on the grounds and surrounding streets of the Caroline County Courthouse in Denton, Maryland. In the event of severe inclement weather on Friday, the scheduled activities will be canceled. If this situation occurs Saturday, the Saturday events will be rescheduled for the rain date: Sunday, August 21st. If a potential safety hazard arises during the operation of the festival, the sponsor reserves the right to cancel the event at its discretion and all booths must immediately close down.

### VENDOR

**Summerfest "vendors" are limited to NON-PROFIT civic, government, church and community organizations serving all or part of the Caroline County community.** The opportunity to extend their public relations and or fund raising efforts through this event enhances their organization's community service efforts. Summerfest booth space is not extended to independent food and product vendors as a private for-profit enterprise. This does not apply to the juried craft exhibition in which individual artists are invited to exhibit, demonstrate and sell their handcrafted works. (*separate applications available at 410-479-1009*)

If you need to make a change to items sold at your booth space after you turn in your application, please contact the Summerfest Committee immediately at 410-479-2050. Items can not be changed on site during the event without previous approval from the Summerfest Committee.

**Please Note: The Summerfest Committee reserves the right to limit the number of similar food booths in order to maximize variety.**

### SPACE

Vendors will be assigned one 10' x 10' space, approximately 100 square feet. If space requirements exceed 100 square foot limits, vendors must obtain approval from the Summerfest Committee. Space locations are assigned at the discretion of the Summerfest Steering Committee. Specific location assignments will not be made until after July 1st. The Committee will consider the order in which the applications were received, placement of two-day vendors, special needs requests, utility service requirements and general festival composition in assigning space. The vendor agrees to work only in the space assigned and is responsible for informing their volunteers of their space location and parking restrictions prior to

the festival. No advertisements and/or political signs, banners, bumper stickers, etc., may be placed outside of the booth space on festival grounds.

### CHARGE FOR SPACE

Basic **Food Booth** fee charges for NON-PROFIT, civic, government, church and community organizations

**\$125 10' x 10' space (additional \$50 for first time food vendor)**

**\$250 10' x 20' space (additional \$50 for first time food vendor)**

**\$ 25 Electric Service**

**\$ 28 Late Fee (applications received after June 1)**

**\$ 20 Table Rental**

***Please make checks payable to the Caroline County Commissioners.***

Vendors must provide floor length covering on all sides of the table. Electric service is available for an **additional charge of \$25 for two female receptacles and is limited to 110 watts, 20 amp service.** Vendors must provide their own 100' heavy-duty, grounded outdoor extension cord to access service. The vendor is responsible for ensuring that all appliances will not blow a 20 amp fuse and further agrees to use electrical outlets only for the appliances stated on the application. Tables can be reserved for an additional \$20 charge each or you may bring your own.

### REFUND OF CHANGES

If a vendor withdraws from the Festival prior to July 15, the vendor will receive a registration fee refund less a \$10 administration charge. No refunds will be issued after this date. Any request for withdrawal and refund must be in writing and submitted to Caroline Summerfest, 13 North Third Street, Denton, Maryland 21629.

### CAROLINE COUNTY HEALTH DEPARTMENT PERMIT

All food vendors must submit an application for a permit to operate a Special Class II Food Service Facility along with your application for Summerfest. The permit will be forwarded to the Caroline County Health Department. The Health Department is requiring each food vendor to have a WRITTEN permit to cook and sell food. The actual permit will be issued the day of the event after an inspection is completed by a County Health Inspector. Each vendor must have all of their equipment set up before the County Health Inspector is due to inspect the booths at approximately 2p.m. The County Health Inspector will notify each food

vendor if they are required to modify their food preparation area in any way. If you have any questions regarding the permit process or equipment set up contact the Health Department at 410-479-8045.

Additionally, all food vendors who will be using any type of grease for food preparation (i.e. oil) must have an appropriate ground cover to keep the grease off the sidewalks and streets.

#### **FOOD BOOTH SPACE SET UP TIME**

**Thursday set-up:** Food booths may set up Thursday night, weather permitting, between the hours of 5p.m.-7p.m.

**Friday set-up:** Booth set up will begin at 12p.m. on Friday. All vehicles involved with set up must enter the festival grounds by 3p.m. **THERE IS A 15 MINUTE UNLOADING TIME FOR ALL VENDORS, NO EXCEPTIONS. VEHICLES MUST BE REMOVED PROMPTLY AND CANNOT STAY ON THE FESTIVAL GROUNDS.** All setup should be completed by 4:30 p.m. Plan to stay and staff your booth until 10:00 p.m. The streets in the immediate vicinity of the festival will be closed off at 3:00 p.m. We will be working to accommodate the drive thru banking traffic. Only vehicles in connection with the exhibits, performers, and emergency vehicles will be allowed to enter onto Market Street, Second Street and First Street around the Courthouse. There is no rain date for Friday's schedule

**Over Night Security** - Booths may be left set up overnight. The lights surrounding the festival grounds will be left on and around the clock professional security services will be provided. *Do not leave valuables.*

**Saturday set-up:** **Vendors who elect to set up on Saturday only** must plan to follow this schedule: Booth set up will begin at 10:00 a.m. on Saturday. All setups must be completed by 11:30a.m. Plan to stay until 9:30p.m. Only vehicles in connection with the exhibits, performers, and emergency vehicles will be allowed to enter onto Market Street, Second Street and First Street around the Courthouse. All others must be removed from the area by NO LATER THAN 11:30a.m. **The rain date is set for Sunday, August 21, 2011** and the same hours will apply. There will be a short term loading/unloading area on Second Street next to M & T Bank behind the Dumpster for use during the event. **Absolutely no vehicles will be allowed on the festival boundaries beginning Friday at 4:00 p.m. through Saturday 9:00 p.m. without the Festival Steering Committee authority.**

Booths should be operational during the times listed above unless the Steering Committee cancels the event due to a potential safety hazard. Booths can be dismantled after 9:30p.m. on Saturday and should be completely dismantled and removed from the site by 10:30 p.m. unless the Vendor coordinates longer storage with the Steering Committee Officials. At the close of the event on Friday evening and at the conclusion of the event, vendors must clean up the space location

including grease removal and place trash in the dumpster provided.

#### **BOOTH CONTEST/THEME**

The Caroline County Summerfest Committee sponsors a "Best Summerfest Booth Contest". Each non-profit vendor is encouraged to use their talents to decorate their booth area and compete for a \$100.00 cash prize. The booths will be judged on creativity and originality. This year's theme is "Space Odyssey". In the event of a tie, the cash will be split equally. Judging will be completed at the festival on Saturday.

#### **PRODUCT RESTRICTIONS**

The sale or distribution of glow bands necklaces and other glow stick products are the exclusive privilege of the Summerfest Steering Committee and their representatives during the event. Booth vendors are prohibited from distributing or selling these items. Any prizes, such as snappers, firecrackers or other materials that are judged to be a nuisance by festival officials will be prohibited. If you have any questions regarding this potential restriction, ask!!

#### **COURTESY RULES**

All vendors will agree that their exhibit/booth will not obstruct the view or otherwise block or interfere with a neighboring exhibit/booth. All vendors will agree to confine their activities to the street or sidewalk space assigned by the Festival Steering Committee. The Festival Steering Committee reserves the right to restrict or prohibit noisy exhibits, offensive odor producing exhibits, or exhibits deemed by the Committee to be inappropriate. **PLEASE NOTE: This event is a NON-ALCOHOLIC event, please DO NOT SELL, DISTRIBUTE, or CONSUME alcohol on the event premises at any time. Failure to comply with this rule will result in immediate removal and your organization will not be invited to return in the future. Thank you for your consideration.**

#### **EMERGENCY PREPAREDNESS**

**Each food vendor must keep a flashlight and a 5 pound fire extinguisher at their booth site.** Tents must be properly secured by sand bags or cinder blocks. These items must be provided by the vendor.

For more information or further assistance, contact the Caroline Summerfest Committee at the Denton Town Office, 13 North Third Street, Denton, Maryland 21629, 410-479-2050. [www.carolinesummerfest.com](http://www.carolinesummerfest.com) or [www.dentonmaryland.com/events](http://www.dentonmaryland.com/events)



**Caroline County Health Department  
Division of Environmental Health 410/479-8045 (FAX 410/479-4187)**

*Leahel Spencer, M.D., MPH  
Health Officer*

*Rebecca Lambdin  
Deputy Health Officer*

**TEMPORARY FOOD SERVICE PERMIT APPLICATION**

**THIS APPLICATION MUST BE SUBMITTED** To the Denton Town Office with your Summerfest Application  
These instructions apply to any person/organization which establishes a Temporary Food Stand and/or sells or provides food to the public for a temporary period.

**RETURN THIS FORM, WITH YOUR APPLICATION, TO THE TOWN OFFICE.**

**How to apply:**

1. Carefully read the entire application (5 pages).
2. Fill out the application.
3. Contact the food program supervisor no later than 10 days prior to the event for an interview.

**FACILITY/ORGANIZATION NAME:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**CONTACT PHONE:** \_\_\_\_\_ **ALTERNATE PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**NAME OF EVENT:** Caroline Summerfest 2011

**DATE(S) OF EVENT:** \_\_\_\_\_

**LOCATION OF EVENT:** \_\_\_\_\_

**BAKED GOODS:**

Baked goods are breads, cakes, and pastries that are cooked with dry heat. The only homemade baked goods that may be provided to the public with or without charge are those that are non-potentially hazardous. Fruit pies made from high acidity fruits such as apples, cherries, strawberries, etc. are acceptable. Potentially hazardous baked goods such as pumpkin/sweet potato pies, cheesecakes, meringues, and pastries with potentially hazardous fillings or toppings are prohibited.

Foods shall not be prepared in homes where there are house pets, reptiles, birds, etc. All foods shall be prepared, portioned, and packaged in a sanitary environment at the food preparation site or prior to transporting to the sale location. Food preparers shall not have open wounds or sores on hands or forearms and be in general good health.

**I understand that failure to comply with COMAR 10.15.03 Regulations Governing Food Service Facilities will result in the automatic suspension of the operating license, and all food operations must cease IMMEDIATELY.**

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HEALTH DEPARTMENT USE ONLY**

- Approved
- Disapproved

**Health Department Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**THIS PERMIT TO BE DISPLAYED DURING ENTIRE EVENT**  
**INSTRUCTIONS FOR SPECIAL FOOD EVENTS IN CAROLINE COUNTY**

**MINIMUM HEALTH STANDARDS:** *Authority COMAR 10.15.03, Article 43 MD Code.*

1. **PERSON-IN-CHARGE:** Designate a responsible adult to be in charge during each shift. It is this person's responsibility to monitor food temperatures, food preparation and storage, personal hygiene and food handling practices. All personnel must be trained on proper hand washing and food handling. Children under the age of 15 should not handle or prepare food.
2. **FOOD:** All food, including ice and drinks, must be obtained from approved, licensed commercial sources. Food may not be prepared in home kitchens. Serve easy to prepare foods. Foods involving more than one handling, preparation or cook step are more likely to cause food-borne illness.
3. **STORAGE:** Food will be stored in their original containers until used. Food grade plastic and stainless containers are to be used. Styrofoam coolers are not acceptable. Food, serving products and equipment will be kept off the ground.
4. **FOOD PROTECTION:** Overhead protection will be provided for all food, food & serving products and food prep areas. Open "pit" style grills should have covers or other appropriate protection. All food must be protected from insects, birds, weather, heat and direct sunlight. Raw food products must have separate containers and utensils and kept in separate areas from cooked and/or ready-to-eat foods. All foods must be transported and held at the correct internal temperature.
5. **EQUIPMENT:** Must be of acceptable commercial grade design, in good condition, easily cleanable and sanitized before use.
6. **PROBE THERMOMETER:** A probe thermometer must be provided to monitor internal temperatures of foods. Thermometers must be able to read from 0°F to 220°F.
7. **FOOD COLD HOLDING:** All foods must be held at 0°F or less if frozen, or 41°F or less if refrigerated.
8. **FOOD COOKING:** You need to monitor the final internal temperature of cooked foods. See attached chart for minimum temperatures.
9. **FOOD HOT HOLDING:** All hot food must be held at 140°F or above. Monitor internal temperatures of foods every hour and keep a temperature log.
10. **FOOD SURFACES:** Equipment and utensils must be thoroughly cleaned and sanitized every 2 hours or more often as needed. Sanitizer of the appropriate strength should be used for cleaning surfaces. Cloths used for wiping surfaces should be used for no other purpose and kept in a sanitizer solution when not in use. All food contact surfaces must be made with a non-absorbent material.
11. **PERSONNEL:** Must be healthy, wear appropriate clothing and minimal jewelry, have hair restrained, and not eat, drink, chew gum or tobacco while handling food. Exclude anyone with diarrhea, illness, coughing & sneezing, or inadequate hand washing or food handling practices. It is the responsibility of the person in charge to train and monitor personnel to prevent food-borne illness.
12. **FOOD HANDLING:** NO BARE HAND CONTACT with food. Use a separate utensil for each food item. Gloves are not required, but if used, they should be used in the appropriate manner. Hands must be washed first and the gloves put on by handling the wrist part only. Gloves should be changed between tasks and as often as needed.
13. **UTENSIL/EQUIPMENT CLEANLINESS:** Must provide extra clean and sanitized utensils to be changed every 2 hours or more frequently if necessary. If a 3 compartment sink is available utensils must be washed, rinsed, sanitized and air dried. Chlorine sanitizer strength is 50 ppm, and 100 ppm for any in-place sanitization. Chemical test strips must be provided.
14. **HANDWASHING:** A cleanable cooler with spigot on the side, filled with hot soapy water, and bucket underneath to catch wastewater can be used. Single use paper towels are to be used for drying hands. Personnel must wash hands often. Pans filled with soapy water are not acceptable for hand washing. Hand sanitizer may be used in addition to, but cannot replace hand washing.
15. **EVENT LOCATION:** Toilet facilities must be provided, well supplied and easily accessible.
16. **WASTE:** Covered garbage containers must be provided at each food stand. All trash must be disposed of properly and regularly to prevent vermin infestation.
17. **INSPECTION:** An inspection may be required; the operation must be ready for operation at the time of inspection.

## Cooking Temperature Chart

<i>PRODUCT</i>	°F
<b>Beef</b> (intact muscle)	145° for 15 secs
<b>Fish &amp; other Seafood</b>	145° for 15 secs
<b>Comminuted (Ground) Meat or Injected Meat</b> (hamburger, ground pork, raw sausage, fish cakes)	155° for 15 secs
<b>Microwaved Potentially Hazardous Foods</b>	165°; let stand for 2 minutes
<b>Poultry</b> (chicken, turkey, ground turkey, etc.)	165° for 15 secs
<b>Roasts</b> (whole intact roasts)	145° for 3 min or see Roasting Chart
<b>Pork</b>	155°F for 15 sec
<b>Stuffing, Stuffed Meats, Casseroles</b>	165° for 15 secs
<b>Egg Dishes</b>	155° for 15 secs
<b>Vegetables and All Other Foods</b>	145° for 15 secs

**REHEAT:** 165° F or more, within 2 hours

**HOT HOLD:** 140° F or more

**COLD HOLD:** 41° F or less



## WHOLE ROAST COOKING CHART

Whole Roasts <sup>#</sup> (beef, pork, ham, corned beef, lamb, venison, bison)	Minimum Internal Temp		Holding Time <sup>*</sup> at Specified Temperature
	(°F)	(°C)	
	130	54	121 minutes
	132	56	77 minutes
	134	57	47 minutes
	136	58	32 minutes
	138	59	19 minutes
	140	60	12 minutes
	142	61	8 minutes
	144	62	5 minutes
	145	63	3 minutes

# Minimum oven temperature for roasts less than 10 lbs is 250°F.

For roasts greater than 10 lbs, oven temperatures are as follows:

Dry Heat: 350°F

Convection Oven: 325°F

High Humidity: 250°F

\* Holding times may include post oven heat rise.

Roasts cooked according to one of the parameters specified above may be **hot held** at 140°F or more.

Leftover roasts must be **reheated** for hot holding by either:

1. rapidly reheating to 165°F within 2 hours then hot held at 140°F or more.
2. thoroughly re-cooking using the oven parameters and minimum time and temperature conditions specified above and then hot holding at 140°F or more.