



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, activity, 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 or www.dentonmaryland.com/events

Caroline Summerfest



Aug. 19 & 20, 2011

2011 Festival General Vendor Application

NON-PROFIT/CIVIC ORGANIZATION INFORMATION

Non-profit Organization Name _____

Mailing Address _____

City _____ State _____ Zip _____

MD Sales Tax # _____

CONTACT PERSON

Contact Person _____

Address _____

City _____ State _____ Zip _____

Email Address _____

Day Phone _____ Evening Phone _____

Identify the type of both you propose to provide.

_____ GAME _____ FUNDRAISER _____ COMMUNITY SER-
VICE, PUBLIC INFORMATION OTHER: Specify _____

If you are providing an activity or special ride, please describe type and cost (if any): _____

Describe the products you intend to sell (include price range) and/or the public service you are promoting. _____

Will you be setting up a tent, trailer, or step van?
_____ No _____ Yes
If yes, please specify the type and size: _____

If you are providing a public information booth, describe how the booth will be interactive in keeping with the community arts and entertainment theme. _____

Will you need electricity? _____ No _____ Yes
(limited to 110 watts or 20 amp service only and to two sockets)
If yes, list all appliances used, watts and amp service required: _____

for office use only. Chair _____ Table _____. Electric _____. 10x10 _____ BOOTH AREA _____
DATE: _____ PAID \$ _____ CK # _____ 10x20 _____ BOOTH NUMBER _____

Please inform us of any special needs you have during the festival set-up or operation: _____

Please specify the date(s) you will be participating:

_____ Friday, August 19. _____ Saturday, August 20.

Identify the individual coordinating your booth and available on site during the event:

Name _____ Cell Phone _____
 Evening Phone _____

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- **FESTIVAL DATES**
- Friday August 19, 2011
- Saturday August 20, 2011
- Sat. Event Rain date: Sunday August 21, 2011

DEADLINE DATES

- **Early Submission Deadline: April 1, 2011**
- **Application Deadline: June 1, 2011**
- Confirmation: July 15, 2011
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- • • • •

*Make checks payable to: **Caroline County Commissioners**
Caroline Summerfest, 13 N. Third Street, Denton, MD 21629*

I certify that I have read the Booth Information enclosed and that the information contained in this vendor application is true. I understand I will be personally responsible to ensure the organization contributes to the festival as detailed in this application and in conformance with the festival vendor guidelines.

Signature _____
 Print Name _____

Date _____

RESPONSE REQUIRED BY JUNE 1, 2011

Phone 410-479-2050 or Fax 410-479-3534

FESTIVAL FEES

You are limited to one 10'x10' space or one 10'x20' space only for each organization. All vehicle raffles will be limited to one vehicle per booth space (if additional space is required for a table, you will need a 10'x20' space.)

QUANTITY	COST	SERVICE PROVIDED	TOTAL COST
1	\$37.00	General Vendor (10'x10')	_____
1	\$77.00	General Vendor (10'x20')	_____
_____	\$25.00	Electric Service: access to one box, two 3-pronged receptacles 20 amp service.	_____
_____	\$20.00	Table: 8' banquet type tables	_____
_____	\$28.00	<u>Late fee after June 1st additional surcharge.</u>	_____

TOTAL FEE INCLUDED WITH THIS APPLICATION: \$ _____

CAROLINE SUMMERFEST GENERAL VENDOR EXHIBITION 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 from 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 21. 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 fundraising 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.

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 **General Vendor** booth fee charges for **NON-PROFIT**, civic, government, church and community organizations

\$37 10' x 10' space

\$77 10' x 20' space

\$25 Electric

\$28 Late Fee (if application 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.

REFUND OF CHANGES

If a vendor withdraws from the Festival prior to July 15th 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.

BOOTH SPACE SET UP TIME

Friday set-up: Booth set up will begin at 12p.m. on Friday, August 19, 2011. 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 setups should be completed by 4:30p.m. Plan to stay and staff your booth until 10:00p.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 will be a short term loading/unloading area on Second Street next to M & T Bank for use during the event. 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 10:00a.m. on Saturday, August 20, 2011. 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 11:30 a.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 10:30p.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

The Caroline County Summerfest Committee sponsors a "Best Summerfest

Booth Contest". Each non-profit or civic organization exhibit/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 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

Tents must be properly secured by sand bags or cinder blocks. These items must be provided by the vendor. Please make sure to have a flashlight at the booth as well.

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. or visit www.carolinesummerfest.com or www.dentonmaryland.com/events.