

2017
CAROLINE SUMMERFEST
VENDOR RULES & INFORMATION

(please share this and all information with everyone working at your booth)

FESTIVAL DATES AND TIMES

Caroline Summerfest will be held over two days. This year's Summerfest is set for Friday, August 18, 5:00 p.m. until 10:00 p.m. and Saturday, August 19, **2:00 p.m.** to 9:00 p.m. *(please note time change for Sat.)* 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 20. 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. *(artisan applications available at 410-479-8120)*

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 cannot 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

Space locations are assigned at the discretion of the Summerfest Steering Committee. Specific location assignments will not be made until after July 15th. 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 are 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.

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 fee or you may bring your own. Please bring your own chairs.

REFUND OR CANCELLATIONS

If a vendor withdraws from the festival prior to July 15, the vendor will receive a refund less a \$25 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, 4 N. 2nd 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 by our office. 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 1p.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. **Please Note: Health Dept. forms must be submitted to 4 N. 2nd Street address along with your vendor application.** 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.

BOOTH SPACE SET UP TIME

Thursday set-up: Area A (*Market Street*) and D (*Second Street*) Food booths may set up Thursday night, weather permitting, between the hours of 5p.m.-

7p.m.(please call 410-479-2050 to verify this). All other booths may set up on Friday (see below).

Friday set-up: Booth set up will begin at 12p.m. on Friday. All vehicles involved with set up must enter the festival grounds before 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 to all vehicles at 4:00p.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

PARKING

Parking around the event is very limited. We highly recommend all vendors park at the free parking space at the HAPS building (403 S. 7th St.) and ride the free bus to the event.

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 **12:00p.m.** (*please note new time*) on Saturday. All setups must be completed by 1:30p.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 1:00p.m. **The rain date is set for Sunday, August 20** 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 11:00 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

Updated 2/2017

including grease removal and **place trash in the dumpster provided.**

BOOTH CONTEST/THEME

The Caroline 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 free 10x10 booth space for next year. The booths will be judged on creativity and originality. **This year's theme is "Circus".** **Judging will be completed at the festival on Saturday approx. 8p.m.**

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 the information booth!!

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 allowed to return in the future.** Thank you for your consideration.

THIS IS A PET-FREE event. Please leave your cats, dogs and other creatures at home. **NO EXCEPTIONS!**

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 you, the vendor,** not by the Summerfest Event.

For more information or further assistance, contact the Caroline Summerfest Committee at the Denton Town Office, 4 N. 2nd Street, Denton, Maryland 21629, 410-479-2050. www.carolinesummerfest.com or www.dentonmaryland.com/