



FREDERICK'S 4TH FOOD VENDOR 2017 APPLICATION & INFORMATION

Food vendor applications are now being accepted for the Frederick's 4th - An Independence Day Celebration being held on Tuesday, July 4, 2017.

2017 VENDOR BOOTH FEES (See Event Map in Rules and Regulations, Section VII)

SECOND STREET LOCATION

10' x 10' PRICE	10' x 15' PRICE	10' x 20' PRICE
\$550	\$825	\$1100

FLEMING AVENUE LOCATION (Stock Trailer Included)

10' x 10' PRICE	10' x 15' PRICE	10' x 20' PRICE
\$550	\$825	\$1100

FLEMING AVENUE LOCATION (No Stock Trailer Included)

10' x 10' PRICE	10' x 15' PRICE	10' x 20' PRICE
\$450	\$675	\$900

2017 VENDOR APPLICATION CHECKLIST

Food vendors who wish to be considered for this year's event must submit the following information for each booth being applied for:

- Completed Application Form
- Cash, Check or Cashier's Check Payment
 - Check should be made payable to 'Celebrate Frederick, Inc.'
 - Cashier's Checks are REQUIRED for amounts exceeding \$1100
- Signed Hold Harmless Agreement Form
- Sales Tax Number or SSN
- Photo Identification and Cell Phone # of the individual that will be on site during the event
- Proof of Insurance (*Requirements listed in Rules & Regulations, Section VI, ii*). **Note: Insurance must be VALID for July 4, 2017.**

The 2017 Frederick's 4th Food Committee will determine acceptance and coordinate all aspects of food service at this year's event. If any of the elements above are not complete upon submission, then the Frederick's 4th Food Committee WILL NOT consider your application complete.

APPLICATION DEADLINE & SUBMISSION INFORMATION

In an effort to ensure first right of refusal for space at the event, please adhere to the following deadlines for application submission for 2017:

- **2016 Event Participants** – Monday, April 24, 2017
PLEASE NOTE after this date we cannot guarantee readmission into the event
- **New Event Participants** – Monday, May 8, 2017

Please forward your completed application materials & payments to: Office of Special Events, 121 N. Bentz Street, Frederick, MD 21701 Attn: Frederick's 4th Food Committee

CONTACT INFORMATION

- Celebrate Frederick Contact – Jen Martin at 301-600-2844 or jmartin@cityoffrederick.com



Frederick's 4th – An Independence Day Celebration Food Vendor Rules & Regulations

Detailed below are guidelines for vendors wishing to participate in the 2017 Frederick's 4th Celebration to be held at Baker Park in Frederick, Maryland. Vendor agrees that if any of these guidelines are not followed, the event Committee has the right to revoke vending privileges; close vendor's stand and have them removed from the site without refund.

I. EVENT HOURS

- a. Event Day Hours - 9:00 AM - 10:00 PM
- b. Set Up – An event staff person will be on site to direct set-up during the following dates and times:
 - i. Monday, July 3rd, 5:00 to 7:00 PM
 - ii. Tuesday, July 4th, 7:30 to 9:00 AM
- c. Breakdown - Food vendors are not permitted to leave their vendor site until one half hour (30 minutes) after the end (approximately 10 PM) of the fireworks display. For the safety of attendees, the Frederick City Police will strictly enforce this provision.
- d. No Refunds - Frederick's 4th is a rain or shine event. NO refunds will be issued for inclement weather or a violation of any of the vendor rules and regulations.

II. BOOTH ARRANGEMENTS/RESTRICTIONS

- a. Booths Overall
 - i. Space - Vendor booths **MUST NOT EXCEED** approved application space. **THIS INCLUDES ALL PREP TENTS/AREAS AND SUPPLIES.** If you need additional space for prep or supplies, then it **MUST** be purchased in 5' increments.
 1. Fleming Avenue Vendors - May purchase additional space beside their booth.
 2. Second Street Vendors - May purchase additional space beside and/or behind their booth.
 - ii. Set-Up - Vendors will be responsible for providing their own set-up (i.e., tables, chairs, tents).
 - iii. Motorized vehicles - Such as campers, will not be permitted in the vending area.
- b. Fleming Avenue Booths
 - i. Stock Trailers – Due to parking restrictions on this street, we **WILL BE ALLOWING** a limited number of vendors who require stock trailers to park them next to their food vending booth. Vendors that request these locations must document in the application as to why the stock trailer is required to be placed next to the booth, **and must accurately note the size of the trailer.** These vendors will be placed on the East and West ends of Fleming Avenue.
 - ii. Parking – Only Stock Trailers **WILL BE** permitted in the food vending area. Vehicles/trucks **WILL NOT BE** permitted in the food vending area. Parking for one (1) vehicle will be provided along Upper or West College Terrace depending on Fleming Avenue booth location.
 - iii. Booth Placements - The Frederick's 4th Food Committee will determine locations for all vendors.



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- iv. **Calculating Cost:** When determining cost for space purchased on Fleming Avenue, please only take in to account the tented space used for food preparation and serving. While stock trailer measurements are required to accurately account for the amount of space each vendor must have allotted to them, vendors are not required to purchase the space for the trailer. See example below:
 1. **Vendor A** is purchasing space on Fleming Avenue, and is requesting additional space for a stock trailer. Food prep and service area needed is 10' x 10'. An additional 15' next to the food prep and service area is needed for the stock trailer. Total cost for Vendor A is \$550. Total space requested for Vendor A is 25' x 10'.
 2. **Vendor B** is purchasing space on Fleming Avenue, and does NOT require additional space for a stock trailer. Food prep and service area needed is 10' x 10'. Total cost for Vendor B is \$450. Total space requested for Vendor B is 10' x 10'.
- v. **NOTE!** - All vendors located on Fleming Avenue will set up approximately 4 feet away from the curb to allow for better line formation. Vendor booths may not extend beyond the south lane of traffic.
- c. Second Street Booths
 - i. Stock Trailer and Parking - Vehicles and/or trucks or stock trailers **WILL NOT BE** permitted in the food vending area (South Side of Second Street). You will be permitted to park one (1) stock trailer and vehicle behind the vending area (North Side of Second Street). Be prepared to hand-truck your supplies to your booth.
- d. **IMPORTANT REMINDER - Power**
 - i. The Frederick's 4th Committee **WILL NOT BE PROVIDING** power for the event, please read and abide by the following:
 1. Personal Generators
 - a. Type - The event committee will allow only personal quiet running generators at the event. Quiet running generators should operate at 60 decibels or less of noise and will be checked by our Food Committee with a decibel reader on the day of the event.
 - b. Approval - Your generator make and model must be included in your application to be reviewed by the committee.
 2. Hours – Generators **CANNOT** be turned on until Tuesday, July 4 at 7:30 AM.
 3. Location - Vendors **MAY NOT** place generators on residential sides of the street (N. side of Second Street and N. side of Fleming Avenue). ALL generators must be placed directly adjacent to vendor's booth. **NO EXCEPTIONS!**
- e. Future Event Exclusion - If your event day generator is found to be different from the approved application generator or operating above 60 decibels you will not be invited to return for any future Celebrate Frederick events.
- f. Lighting – Due to the length of the event, the committee highly recommends lighting in each booth for the evening hours.
- g. Tenting
 - i. Fabric - All tent fabric shall meet the flame propagation performance criteria in NFPA 701, *Standard Methods of Fire Tests for Flame*



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Propagation of Textiles and Films (NFPA 1, 2006 edition, Section 25.2.2.1).

- ii. Fabric Certification - One of the following shall serve as evidence that the tent fabric materials have the proper flame propagation performance:
 - 1. A certificate or other evidence of acceptance by an organization acceptable to the Frederick County Fire Marshall.
 - 2. A report of tests made by other inspection authorities or organizations acceptable to the Frederick County Fire Marshall
- iii. Certification Inspection – A Frederick County Fire Marshall will be on site to inspect tents. If you have questions about your tenting fabric, please contact the Office of the Frederick County Fire Marshall at 301-600-3484.
- h. Trash
 - i. Receptacles - Vendors shall provide at least one trash receptacle outside the booth for public use. Vendor will be responsible for the upkeep of this receptacle. All bags shall be tied and placed by the closest City trash receptacle.
 - ii. Grease Disposal - Vendors are responsible for disposing of grease. Fines will be incurred if:
 - 1. ANY grease is left behind.
 - 2. Waste materials are dumped into the Port-a-John units or down City drains. Any vendor doing so will be billed for cleaning the unit.
 - iii. Future Event Exclusion – In the event a fine is not paid by a vendor, they will not be invited to return for future Celebrate Frederick Events.
- i. **PLEASE NOTE** - Water Access - There will be NO access to water for the event. Please plan on stocking sufficient water for your operations prior to arrival.
- j. Other
 - i. Grills - Food vendors who are using grills must provide a means for smoke abatement.
 - ii. Souvenir items – Including but not limited to: t-shirts, hats, buttons, balloons, cups, etc. may not be sold by any food vendor unless approved by the Committee.

III. GREEN GUIDELINES

- a. Recycling Bins – Celebrate Frederick, in partnership with the City of Frederick Sanitation Department, will provide recycling bins for plastic bottles, aluminum cans and plastic cups. Recycling will be highly visible and made available to the public with clear signage.
- b. NO STYROFOAM – Celebrate Frederick has voted to eliminate the use of Styrofoam at our events. Any vendor using Styrofoam will be fined \$50. Failure to pay the fine will result in exclusion for any future Celebrate Frederick events.

IV. MENU & BEVERAGE SELECTION

- a. Menu Selection - The Frederick's 4th Committee allows each vendor to outline their own menu.
 - i. All items to be served for the day **MUST** be listed in the application upon submission.



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- ii. The committee will limit the number of unique (i.e. specific food styles or desserts) admitted to the event. We recommend applying as early as possible if you are interested in securing a unique menu.
- b. Menu Pricing - Prices are set by the individual vendor and must be posted no later than 11:00 AM on event day. To ensure a successful and friendly sales atmosphere, the Committee strongly urges vendors to charge fees that are in line with their event neighbors.
- c. Non Alcoholic Beverages - Sodas, iced tea, coffee, hot tea, bottled water, hot chocolate, milk AND lemonade are all permitted to be sold by every vendor.
- d. Alcoholic Beverages - No vendor shall be permitted to sell any type of alcoholic beverages.
- e. Beverage Sponsor - Frederick's 4th Food Committee may elect to designate a beverage company to be the official beverage sponsor of this year's celebration. Food vendors would be required to sell the selected company's product. If an official beverage sponsor is selected; you will be advised in your confirmation packet.

V. FINANCES

- a. Booth Fee - Payment must accompany application and be received by:
 - i. 2016 Renewals - Monday, April 24, 2017
 - ii. 2017 New Event Applicants – Monday, May 8, 2017
- b. Maryland Sales Tax - All vendors will be responsible for reporting and paying Maryland sales tax to the Maryland Comptroller. The Committee will furnish the Comptroller's office with a list of participating vendors.

VI. APPLICATION, INSURANCE AND PERMITS

- a. Applications – A complete application and payment MUST BE SUBMITTED before event acceptance will be considered. A complete application includes:
 - i. Sales Tax Number or Social Security Number
 - ii. Valid proof of Insurance listing The City of Frederick and Celebrate Frederick, Inc. DBA, The Frederick's 4th - An Independence Day Celebration Committee, as additional insured. Requirements of coverage will be \$1,000,000.00 (one million dollars) product liability coverage and \$1,000,000.00 (one million dollars) personal injury coverage.
 - iii. Generator Details
 - iv. Hold Harmless Agreement
 - v. Menu Selections
 - vi. Photo Identification
- b. Special Event Permit - The committee will provide all accepted vendors with a City of Frederick Special Events Permit in your confirmation packet. This permit must be displayed during the event.
- c. Temporary Food Permit – After notified of your acceptance into the event all food vendors must apply for and receive a temporary food permit from the Frederick County Health Department for a separate fee of \$25.
 - i. Questions – Contact Karen Hargett at 301-600-2542 or khargett1@frederickcountymd.gov
 - ii. In Person Application - 350 Montevue Lane, Frederick, MD 21702 or,
 - iii. Online Application – Visit www.co.frederick.md.us/HealthDept. Click on Environmental Health (top), Food Control (left side).



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VII. EVENT MAP - All elements listed on the map are confirmed for the 2017 event. You will receive a finalized event map in your confirmation packet closer to the event.



VIII. SELECTION PROCESS & LOCATION

- 1st priority - Food vendors who participated in 2016, and whose menu selection remains the same.
- 2nd priority - New vendors

Selections will be made based on the priorities listed above and on the earliest postmark received. Frederick's 4th Food Committee reserves the right to alter this policy at any time and may deny the return of any vendor they feel does not work with the committee in good faith. In light of these remarks, it is always a good idea to **MAIL YOUR APPLICATION EARLY.**

Frederick's 4th Food Committee will make every effort to place returning vendors in or near their 2016 location. Location will be based on menus and space required. We want each of our vendors to have a very successful day!

CONTACT INFORMATION

Please contact Jen Martin at 301-600-2844 or jmartin@cityoffrederick.com with any questions.



**FREDERICK'S 4TH FOOD VENDOR
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2017 Celebration Indemnification and Hold Harmless Agreement for Food Vendors

I, the undersigned, do hereby acknowledge that I have read and understand, and will abide by the vendor rules and regulations for the 2017 Frederick's 4th - An Independence Day Celebration. I further agree that if I have misrepresented my work or violated any part of the Agreement, Frederick's 4th - An Independence Day Celebration Committee has the right to remove or terminate my participation without refund. I do hereby expressly agree to indemnify, defend and hold harmless The City of Frederick, Celebrate Frederick, Inc. DBA The Frederick's 4th - An Independence Day Celebration Committee, and any of their employees, agents or representatives from any and all claims of bodily injury and/or property damage or loss arising out of the performance of this Agreement.

WITNESS, my hand as of this _____ day of _____, 2017

Witness/Attest

Name of Organization/Company

Signature of Organization/Company Representative

Print Name and Title



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2017 Celebration Application for Food Vendors

CONTACT INFORMATION FOR BUSINESS

Contact Name _____

Business Name _____

Street Address _____

City _____ State _____ Zip Code _____

Business Phone _____ Cell Phone _____

Email Address _____

Sales Tax or Social Security Number _____

CONTACT INFORMATION FOR INDIVIDUAL ON SITE DURING THE EVENT

Contact Name _____

Cell Phone Number _____

CHECK-IN/SET-UP INFORMATION (Circle One)

Monday, July 3rd, 5:00 - 7:00 PM

Tuesday, July 4th, 7:30 - 9:00 AM

PERSONAL GENERATOR INFORMATION

MAKE	MODEL NUMBER	DECIBELS

BOOTH RENTAL INFORMATION

Cash, Money Order or Checks Accepted. Checks Payable to: Celebrate Frederick, Inc.

BOOTH RENTAL SIZE	PRICE	QUANTITY	PAYMENT TOTALS
SECOND STREET			
10' x 10'	\$550		\$
10' X 15'	\$825		\$
10' x 20'	\$1100		\$
		PAYMENT TOTALS	
FLEMING AVENUE WITH STOCK TRAILER OPTION			
10' x 10'	\$550		\$
10' X 15'	\$825		
CONTINUED ON REVERSE SIDE -			



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10' X 20'	\$1100		\$
		PAYMENT TOTALS	
FLEMING AVENUE			
10' x 10'	\$450		\$
10' X 15'	\$675		\$
10' x 20'	\$900		\$
		PAYMENT TOTALS	

If requesting Fleming Avenue WITH Stock Trailer Option, please provide the following information: Trailer Size _____

(If you require more than 20', please contact Jen at 301-600-2844)

Day of Use of Stock Trailer Description **(How do you plan to use your trailer for the day)**

VEHICLE INFORMATION: Please provide the following information for the vehicle you plan to park in the reserved, "Food Vendor Parking Only" space:

Make: _____

Model: _____

Tag #: _____

