



2019 IN THE STREET CELEBRATION

This year marks the 37th annual In The Street celebration, Frederick’s favorite block party!

The planning committee is excited to announce that this year the festival is scheduled for the second Saturday in September, **Saturday, September 14th**.

Food vendor applications are now being accepted for In The Street. The deadline for applications for this event is **Friday, June 14th**. This year’s event will be on Market Street, from Carroll Creek to Seventh Street, and along the Carroll Creek Linear Park, with no designated area for food vendors as they will be placed throughout the event. The 2019 In The Street food sub-committee, who will coordinate all aspects of food service at this year’s event, will determine acceptance.

The food booth fees for 2019 are as follows:

NOTE – If applying for the non-profit rate, vendors are required to supply proof of non profit status.

Downtown Frederick restaurants include establishments located from East to Bentz Streets, from 7th to South Streets, and at Everedy Square.

BOOTH SIZE	MARKET ST.	DOWNTOWN	CITY	COUNTY
10' x 10' – For Profit	\$50	\$200	\$250	\$300
10' X 10' – Non Profit	\$50	\$100	\$125	\$150
Up to 10' x 20' – For Profit	\$200	\$400	\$500	\$600
Up to 10' x 20' – Non Profit	\$100	\$200	\$250	\$300

The vendor selection process, menu approval and location assignments will be as follows:

- 1st priority Market Street/Downtown Frederick Restaurants
- 2nd priority Returning Vendors
- 3rd priority Frederick City Restaurants
- 4th priority Frederick County Restaurants

Vendors who wish to be considered for this year’s event must submit the following information:

1. Completed Application Form (for each booth)
2. Payment for each booth applied for. Amounts of \$1,000 and over require cashiers check
3. Signed Hold Harmless Agreement Form
4. Sales Tax Number or Social Security Number
5. Proof of Insurance (requirements enclosed)
6. Photo identification of the individual that will be ON SITE the day of the event.
7. Proof of non profit status (if applicable)



Please forward your application, no later than **Friday, June 14th**, to:

In The Street Food Committee
c/o The Office of Special Events
121 N. Bentz Street
Frederick, MD 21701

A late registration fee of \$15 will be assessed to applications received after Friday, June 14th. NO ADDITIONAL APPLICATIONS WILL BE ACCEPTED AFTER FRIDAY, JULY 12TH.

Thank you for your interest and support of In The Street. Please call The City of Frederick Office of Special Events at 301-600-2844 with any questions.

Enclosures (3)

- Vendor Participation Rules and Regulations
- Indemnification and Hold Harmless Agreement Form
- Vendor Application



2019 Celebration Food Vendor Rules & Regulations

Detailed below are guidelines for vendors wishing to participate in the 2019 In The Street Celebration to be held in downtown Frederick, Maryland.

- I. Hours for participating vendors: **Saturday, September 14, 2019, 9 AM – 5 PM – PLEASE READ FOLLOWING SECTION CAREFULLY!!!**
 - A. Set-up time: You may begin setting up as early as 7 AM. Please note that at the direction of the Frederick City Police Department all vehicles are required to leave Market Street by 8:30 AM. **If you fail to remove your vehicle from Market Street by 8:30 AM, then the In The Street Committee will remove your business from the 2020 In The Street vendor list and the 2020 Frederick's 4th – An Independence Day Celebration vendor list.**
 - B. **Generators may not be started before 9 AM.** Please remember that residents live within the festival site. As a courtesy to them, this restriction has been approved by the In The Street Committee.
 - C. Break-down time: Vendors must close their stands promptly at 5 PM and **must be off of Market Street by 5:45 PM (this may mean stacking supplies on the sidewalk until a vehicle is allowed in to the area for pickup.)** Please be aware that ABSOLUTELY NO vehicles will be allowed to drive on Market Street until approximately 6:30 PM. Due to this time schedule, vendors should be prepared to hand truck supplies to their vehicles following the event, or to wait until the streets are opened to traffic to load supplies in their vehicles if a parking space is available. **If you continue to sell items after 5 PM, and/or fail to clear supplies from Market Street by 5:45 PM, then the In The Street Committee will remove your business from the 2020 In The Street vendor list and the 2020 Frederick's 4th – An Independence Day Celebration vendor list.**
 - D. The Celebration will be held regardless of weather. NO REFUNDS.
- II. Arrangements/Restrictions
 - A. Space size: Space requirements must be indicated on the Application Form and will be made at the sole discretion of the In The Street Committee.
 - B. **TENTING** - Please indicate on the application form whether you intend to bring a tent with sides to the festival. Tent sides block a visitor's view of the businesses located along Market Street. Participants utilizing a tent with sides will be placed in front of vacant buildings or businesses that are closed.
 - C. **NOTE - Market Street Mile** – The Market Street Mile will pass by your vendor stand between 8:45 – 10:30 AM. Please keep all supplies (including tenting) within a parking space width away from the curb during the run. After the final heat of runners has passed your booth you may move your tenting the full ten feet beyond the curb.
 - D. Only one restaurant/food vendor per booth.
 - E. Set up: Vendors will be responsible for providing their own set-up (i.e., tables, chairs, tents, electricity).
 - F. Motorized vehicles such as campers will not be permitted in the vending area.

- G. Parking of vehicles and/or trucks or stock trailers will not be permitted in the food vending area. We will provide parking as close to your stand as possible. **BE PREPARED TO HAND-TRUCK YOUR SUPPLIES TO YOUR BOOTH.**
- H. **Electrical needs will be the responsibility of each food vendor.** Loud generators will not be allowed.
- I. Vendors accepted must apply for and receive a temporary food permit from the Frederick County Health Department. A Frederick City Special Events License will be provided to all vendors accepted by the Committee.
- J. Vendor placement will be determined by menu so that similar food items are not sold next to or across from each other. Market Street restaurants will be in front of their establishment.
- K. No vendor shall be permitted to sell any type of alcoholic beverages.
- L. Vendors shall provide at least one trash receptacle outside their booth for public use. Vendors will be responsible for the upkeep of this receptacle.
- M. Food vendors are responsible for disposing of all trash and grease.

NEW – GREASE STAINS! Grease stains left on the street continue to be a consistent problem at this event. Any vendor that requires use of grease for food preparation must use grease absorbent pads or rolls under all fryers to reduce the risk of leaving grease stains on the pavement. All vendor spaces will be inspected following the event. Vendors who have left grease stains behind will be prohibited from all future Celebrate Frederick events! No exceptions!

- N. Vendor booths **CANNOT EXCEED PROVIDED SPACE.**
- O. No souvenir items may be sold by any food vendor (i.e., t-shirts, hats, buttons, balloons, cups, etc.) unless approved by the In The Street Food Sub-Committee.
- P. Prices are set by the individual vendor, but to ensure a successful and friendly sales atmosphere, the Committee strongly urges vendors to charge fees that are in line with their event neighbors.
- Q. Vendors agree that if any of these guidelines are not followed, the Committee has the right to revoke said vending privileges; close said vendor's stand and have them removed from the site without refund.

III. "GREEN" GUIDELINES

- A. Recycling Bins – Celebrate Frederick, in partnership with The City of Frederick, 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!!!** – The In The Street committee has voted to eliminate the use of Styrofoam at the festival. Any vendor using Styrofoam during In The Street will not be invited back in 2020.

IV. **FIRE MARSHAL REQUIREMENTS – NEW!**

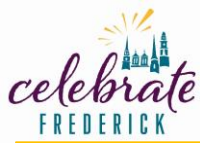
- a. **Registration** - The Frederick County Fire Marshal's Office requires that all vendors participating in a special event be registered. To register you must complete a brief information sheet. To obtain the information sheet, please contact Kenny Poole via email at kpoo1@frederickcountymd.gov or by calling 301-600-4633.
- b. **Food Truck Annual Inspection** - All FOOD TRUCKS are required to have completed an annual safety inspection. If you are operating out of a trailer or truck, and have not yet completed this inspection, please contact Kenny immediately.
- c. **Vendor Tenting** - Vendors serving under a TENT are required to provide proof that all tent fabric meets the flame propagation performance criteria in NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films (NFPA1, 2006 edition, Section 25.2.2.1).
- d. **Fire Extinguishers** – All vendors must ensure that the appropriate fire extinguishers are on site and current on inspections.

V. Finances

- A. Booth payment must accompany application and be received by **Friday, June 14th. A late registration fee of \$15 will be assessed to applications received after Friday, JUNE 14th. NO ADDITIONAL APPLICATIONS WILL BE ACCEPTED AFTER FRIDAY, JULY 12th.**
- B. All vendors will be responsible for reporting and paying Maryland sales tax.

VI. Permits/Insurance

- A. All vendors accepted are required to submit each of the following items with their application and payment:
1. Sales Tax Number or Social Security Number
 2. Signed Hold Harmless Agreement
 3. Proof of Insurance listing **The City of Frederick, Celebrate Frederick** and the **In The Street 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.
 4. Photo Identification.
- B. The committee will provide all accepted vendors with a Frederick City Special Events License. This permit will enable each vendor to obtain a Frederick County Health Department Temporary Food Permit. After notified of your acceptance into the event all food vendors must apply for and receive a temporary food permit for a separate fee of \$25.
1. Questions – Contact Karen Hargett at 301-600-2542 or KHargett1@FrederickCountyMD.gov
 2. In Person Application – 350 Montevue Lane, Frederick, MD 21702 or,
 3. Online Application – Visit www.co.frederick.md.us/HealthDept. Click on Environmental Health (top), Food Control (left side).



**2019 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 2019 In The Street Celebration. I further agree that if I have misrepresented my work or violated any part of the Agreement, the 2019 In The Street 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, the In The Street 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 _____, 2019.

Witness/Attest:

Name of Organization

BY: _____

Print Name and Title



2019 In the Street Celebration
Food Vendor Application

CONTACT NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

BUSINESS PHONE: _____ EMAIL: _____

SALES TAX OR SOCIAL SECURITY NUMBER: _____

YES! I wish to participate in In The Street as (select one):

Market Street Vendor -

- For Profit (10' X 10' - \$50; Up to 10' X 20' - \$200)
Non Profit (10' X 10' - \$50; Up to 10' X 20' - \$100)

Downtown Frederick Vendor -

- For Profit (10' X 10' - \$200; Up to 10' X 20' - \$400)
Non Profit (10' X 10' - \$100; Up to 10' X 20' - \$200)

City of Frederick Vendor -

- For Profit (10' X 10' - \$250; Up to 10' X 20' - \$500)
Non Profit (10' X 10' - \$125; Up to 10' X 20' - \$250)

Frederick County Vendor -

- For Profit (10' X 10' - \$300; Up to 10' X 20' - \$600)
Non Profit (10' X 10' - \$150; Up to 10' X 20' - \$300)

Late fee (if applicable) \$ 15.00

TOTAL AMOUNT ENCLOSED \$

Make Checks Payable to "Celebrate Frederick, Inc."

- over -



In The Street Menu - Only those items listed below and approved by the In The Street Committee may be sold at the festival. Menu preference will be given to downtown Frederick restaurants.

ITEMS	PRICES
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

This is an opportunity to promote your restaurant, therefore, please sell items that are on your regular menu. **Note:** Participants on Market Street will be in front of their establishment. Those not located on Market Street will be assigned space prior to the event. If you have participated in the past, please indicate your preferred location. The Committee will attempt to place you as requested.

Space location request: _____

TYPE OF OPERATION:

Circle One - **TENT** **TRAILER/TRUCK** **OTHER** - _____
 Circle One - **10' x 10'** **Up to 10' x 20'**

TENT: I plan on bringing (circle one),

_____ A canopy _____ A tent with sides _____ A trailer/truck

Signature _____ Date _____

Please return this form, along with payment, by Friday, June 14th to:
 In The Street Food Committee, c/o The Office of Special Events,
 121 N. Bentz Street, Frederick, MD 21701
 After June 14th a late registration fee of \$15 will be assessed to participants.
 NO APPLICATIONS WILL BE ACCEPTED AFTER FRIDAY, JULY 12TH.

FOR OFFICE USE ONLY		
Payment Type: Cash Check MO		
Payment Info: _____	Event: _____	Event: _____
Amount: \$ _____	Account #: _____	Account #: _____
Date: _____	Allocation: \$ _____	Allocation: \$ _____