



In The Streets 2024 Food Vendor Application & Information

This year marks the 42nd annual **In The Streets** celebration - Frederick's favorite block party! The In the Streets Committee is excited to announce that this year's festival is scheduled for Saturday, **September 14, 2024** – the second Saturday of the month.

Food vendor applications are now being accepted. The event will be on Market Street, from Carroll Creek to Seventh Street, and along the Carroll Creek Linear Park. The 2024 In The Streets Food sub-Committee, who coordinates all aspects of food service at this year's event, determines acceptance.

Like previous years, vendor spaces are filled on a first-come, first-served basis. Past participation does not guarantee placement at this year's festival. Market Street and Downtown Frederick restaurants will receive priority.

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

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

2024 FOOD VENDOR FEES

Fees are based on restaurant/food vendor location. Downtown Frederick restaurants include establishments located from East to Bentz Streets, from 7th to South Streets, and at Everedy Square. *If applying for the non-profit rate, vendors are required to supply proof of non-profit status.*

BOOTH SIZE	MARKET ST.	DOWNTOWN	CITY	COUNTY	OUT OF COUNTY
10' x 10' – For Profit	\$50	\$300	\$350	\$400	\$450
Up to 10' x 20' – For Profit	\$300	\$600	\$700	\$800	\$900
10' X 10' – Non-Profit	\$50	\$200	\$250	\$300	\$350
Up to 10' x 20'– Non-Profit	\$150	\$400	\$500	\$600	\$700

APPLICATION DEADLINE & SUBMISSION INFORMATION

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

- Signed Hold Harmless Agreement Form
- Completed Application Form
- Cash, Check, Money Order, or Credit Card Vendor Fee Payment
 - o Checks should be made payment to 'Celebrate Frederick, Inc.'
 - o 3% processing fee applies to credit card payments. *Please call 301-600-2844 to pay over the phone.*
- Proof of Insurance listing **The City of Frederick, Celebrate Frederick** and the **In The Streets 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.
- Photo identification of the individual that will be ON SITE the day of the event.
- Photo of proposed booth set-up.

Please forward your completed application materials & payment to Anna Davey

- o Email: adavey@cityoffrederickmd.gov
- o Mail: Office of Special Events
Attn: Anna Davey
121 N. Bentz Street
Frederick, MD 21701

- Applications are due by **Monday, June 3.**
- A late registration fee of \$15 is assessed to applications received after Monday, June 3.
- **No additional applications will be accepted after Monday, July 8.**

RULES & REGULATIONS

Detailed below are the rules and regulations for food vendors interested in participating in the 2024 In The Streets festival in downtown Frederick, Maryland. Failure to comply with the rules below will result in your business being removed from the event and all future Celebrate Frederick events.

- I. **Hours of Operation:** Saturday, September 14, 2024, 11 AM – 5 PM
 - A. Set-up begins at 7 AM. Vehicles are not permitted on Market Street starting at 8:30 AM. Vendors are responsible for providing their own set-up (i.e., tables, chairs, tents, electricity).
 - B. Generators may not start until 9 AM. Please remember that residents live within the festival site. Loud generators are not allowed. **Electrical needs are the responsibility of each food vendor.**
 - C. **Market Street Mile**
 - a. 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. Breakdown begins promptly at 5 PM. All vendor equipment must be off Market Street by 5:45 PM. (This may mean stacking supplies on the sidewalk until a vehicle is allowed into the area for pickup.) No vehicles are allowed on Market Street until approximately 6:30 PM. To avoid waiting until 6:30 PM, vendors are encouraged to hand truck their supplies to their vehicles.
 - E. In The Streets is a rain or shine event. We do not offer refunds.
- II. **Arrangements/Restrictions**
 - A. Booth Space –
 - a. Space requirements must be indicated on your application form. **BOOTHS CANNOT EXCEED PROVIDED SPACE.**

- B. Booth Set-up –
- a. A photo of your proposed booth set-up is required. Photo must accurately reflect all elements of proposed set-up for committee review. Elements not clearly shown in the photo may not be permitted the day of the event.
- C. Booth Location –
- a. Market Street restaurants will be in front of their establishments.
 - b. The location of food vendors not located on Market Street is determined by the committee. The committee will space out vendors selling similar food items.
- D. Only one restaurant/food vendor is permitted per booth.
- E. Vehicles –
- a. Motorized vehicles such as campers are not permitted in the vending area.
 - b. Parking of vehicles, trucks, or stock trailers are not 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.**
- F. Sales –
- a. 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 Streets Food sub-Committee.
 - b. 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.
- G. **ALCOHOL**
- a. Vendors designated as Downtown, City, County, or Out of County **are prohibited** from selling alcoholic beverages.
 - b. Market Street Vendors wishing to sell “to-go” beer & wine at the event must currently be licensed to sell “to-go” beer & wine within their establishment. If this applies, then the vendor **must apply for a special extension of their licensed premise**. Those wishing to apply for an extension should review the information below and indicate your intention on your application.
 - i. **This form** must be submitted to the Frederick County Liquor Board at least 14 days prior to In The Streets for review, and for joint approval by the Board and Celebrate Frederick.
 - ii. **No liquor or canned cocktails may be sold to-go.** *The only establishments that can sell canned cocktails are distilleries and liquor stores.*
 - iii. Booth must be located directly in front of your establishment.
- H. Trash –
- a. Vendors shall provide at least one trash receptacle outside their booth for public use. Vendors are responsible for the upkeep of this receptacle. Vendors are responsible for disposing of all trash and grease.
 - b. **GREASE STAINS!** Grease stains left on the street continue to be a 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.

- I. 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 use of Styrofoam is not permitted at this event.

IV. Finances

- A. Booth payment must accompany application and be received by **Monday, June 3. A late registration fee of \$15 is assessed to applications received after Monday, June 3. NO ADDITIONAL APPLICATIONS WILL BE ACCEPTED AFTER MONDAY, JULY 8.**
- B. All vendors are responsible for reporting and paying Maryland sales tax.

V. Permits

- A. The Committee will provide all accepted vendors with a Frederick City Special Events License. This permit enables each vendor to obtain a Frederick County Health Department Temporary Food Permit.
- B. After notification of your acceptance into the event, all food vendors must apply for and receive a temporary food permit (for a separate fee of \$25) from the Frederick County Health Department.
 1. Questions – email FoodControl@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).

VI. FIRE MARSHAL REQUIREMENTS

- 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 call 301-600-1479.
- B. Food Truck Annual Inspection - All food trucks are required to complete an annual safety inspection prior to the event. If you are operating out of a trailer or truck, and have not yet completed this inspection, please contact The Fire Marshal's Office 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 (NFPA 1, 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 inspection.



**2024 In The Streets
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 2024 In The Streets Celebration. I further agree that if I have misrepresented my work or violated any part of the Agreement, the 2024 In The Streets 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 Streets 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 _____, 2024.

Name of Organization

BY: _____
Signature

Print Name and Title



2024 In the Streets Celebration
Food Vendor Application

CONTACT NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

BUSINESS PHONE: _____ EMAIL: _____

SALES TAX OR SOCIAL SECURITY NUMBER: _____

YES! I would like to participate in In The Streets as (select one):

Market Street Vendor –

- _____ For Profit (10' X 10' - \$50; Up to 10' X 20' - \$300)
- _____ Non-Profit (10' X 10' - \$50; Up to 10' X 20' - \$150)

Downtown Frederick Vendor –

- _____ For Profit (10' X 10' - \$300; Up to 10' X 20' - \$600)
- _____ Non-Profit (10' X 10' - \$200; Up to 10' X 20' - \$400)

City of Frederick Vendor –

- _____ For Profit (10' X 10' - \$350; Up to 10' X 20' - \$700)
- _____ Non-Profit (10' X 10' - \$250; Up to 10' X 20' - \$500)

Frederick County Vendor –

- _____ For Profit (10' X 10' - \$400; Up to 10' X 20' - \$800)
- _____ Non-Profit (10' X 10' - \$300; Up to 10' X 20' - \$600)

Outside of Frederick County Vendor –

- _____ For Profit (10' X 10' - \$450; Up to 10' X 20' - \$900)
- _____ Non-Profit (10' X 10' - \$350; Up to 10' X 20' - \$700)

_____ \$15 Late fee (if submitted after June 3rd, 2024)

TOTAL AMOUNT ENCLOSED

\$_____



In The Streets 2024 Food Vendor Application & Information

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

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

Market Street Restaurants Only: Will you be applying for a special extension of your license premise to sell to-go beer/wine at your In The Streets booth?

_____ Yes _____ No

This is an opportunity to promote your restaurant, therefore, please sell items that are on your regular menu. Participants on Market Street will be in front of their establishments. Those not located on Market Street will be assigned a space prior. 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:

Check One → **TENT** _____ **TRAILER/TRUCK** _____

Check One Booth Size → **10' x 10'** _____ **Up to 10' x 20'** _____

TENT TYPE (If Applicable):

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

I have included a photo of my proposed set-up:

_____ Yes _____ No

Signature _____ Date _____

Please return your entire application, along with payment, by Monday, June 3 to:
The Office of Special Events, 121 N. Bentz Street, Frederick, MD 21701
Placement is not guaranteed after June 3 and a late registration fee of \$15 is assessed.
NO APPLICATIONS WILL BE ACCEPTED AFTER MONDAY, JULY 8.

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