

September 9-10, 2017
Sandy Point State Park, Annapolis, MD
www.mdseafoodfestival.com



Food Vendor Rules/Regulations and Application

All vendors **MUST** be open for business from opening until closing on the days of the event. Your space **MUST BE STAFFED** during the entire time the event is open to the public. Hours of operation are Saturday, 10am – 9pm and Sunday, 10am – 7pm. You should have enough inventory for the two full days of the festival. You **MAY NOT** break down until the festival has closed.

Vendor Acceptance – The Maryland Seafood Festival reserves the right to refuse any applicant for any reason.

General information about your space – Your space fee entitles you to an assigned space. Spaces will be assigned based on many different considerations, including power requirements, menu offerings, etc. Specific spaces may be requested but will **NOT** be guaranteed. Space sizes range from 10' to 30' across (where customer's approach). Spaces go 10' deep, with a possible additional 10' behind. The Maryland Seafood Festival will rent tents, tables, and chairs at cost to any vendor who places an order by August 1. Fire extinguishers must be placed in each tent.

Electricity – There is a \$50 charge for nominal electricity usage (one simple outlet). Anything about that will be charged an additional fee at the end of the event. Power requirements must be given to the food vendor chair 30 days prior to the festival.

Set up and Break Down – Vendors may set up any time after noon on Friday. Setup must be completed by 9am on Saturday. All vehicles must be off the grounds by 9am on Saturday morning. You may not break down early under any circumstances. This is to ensure the best experience for our patrons. You may begin to break down your space at 6pm on Sunday. No vehicles will be allowed on the grounds until all patrons have exited the festival or if security has deemed it safe for vehicles to enter. For the safety of our patrons, **NO** exceptions will be made. Big items may be left until Monday but must be removed by noon on Monday. Otherwise, you are responsible for cleaning your space **COMPLETELY**, leaving no trace of your occupation. This would include raking the lawn and removing all bits of trash, no matter how small.

Sanitation – A water hose system will be available. Vendors will be responsible for bringing additional length hose to hook up to the system. Dirty dish water disposal and grease disposal units will be available in the parking lot behind the vendors. **PLEASE USE APPROPRIATE DISPOSAL RECEPTACLES AND CALL FESTIVAL PERSONNEL WITH ANY PROBLEMS.** These units will be clearly identified when you arrive. All vendors must practice Maryland Health Department rules for food safety and must obtain an **Anne Arundel County Health Department Temporary Food License** for this event.

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Signage – There is no restriction on signage but it must remain within the confines of your space.

Menu & Price List – Your menu and price list must be included with your application. Since this is a Seafood Festival, 90% of items must be seafood related. Consideration will be given to special menu items for vendors. Vendors are permitted to sell non-alcoholic beverages. The Maryland Seafood Festival reserves the right to deny the sale of any item deemed inappropriate for any reason. Prices and menu must be prominently displayed at your space during the event. A menu of all items with prices will be posted on our website in advance. Food purchases will be cash/credit at vendor’s stations.

Sales Tax – Vendor net sales are subject to Maryland Sales Tax and are the sole responsibility of the vendor.

Security – The Maryland Seafood Festival will have ample security roaming the festival throughout both days. Please contact a security guard or festival staff (green shirts) if you see or suspect anything out of the ordinary. In addition, a security guard will be present overnight for items left for the 2 days of the festival.

Forms/Food License/Contract – All forms, including but not limited to Anne Arundel County Health Department license, Insurance Certificate covering the Maryland Seafood Festival, application, menu & pricing, and contract must be submitted by August 1st.

Application Deadline – Early Bird Deadline for Application is June 1, 2016. Any application received after June 1 will be accepted on a space-available basis. No application will be accepted after August 1.

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FOOD VENDOR APPLICATION

- We reserve the right to refuse any application for any reason and to deny any item for any reason.
- Signature below indicates acceptance of all rules/regulations on the previous pages.
- A \$500 security deposit is required with the application and space fee. Upon a clean checkout after the festival, the security deposit will be returned. Vendors will forfeit their security fee if there is garbage, grease, or leftover food at their space after clean out or if they are a no-show for the festival or close out early before the festival has ended.

Business Name: _____

Primary Contact: _____

Address: _____

City, State, Zip: _____

Contact's phone: _____

Contact's Email: _____

Space Requesting (check one). If other, input length requested:

10' () 20' () 30' () Other: _____

If truck/trailer, input entire length, including hitch: _____

Items to be included with this application:

1. Proposed menu with price list
2. Signature below to show acceptance of rules & regulations
3. Insurance certificate naming ABC Events, Inc. t/a Maryland Seafood Festival as insured.
4. \$500 security deposit
5. Vendor Space Fee: \$1500 for 10', \$2000 for 20', \$2500 for 30'. Please contact food vendor coordinator for non-traditional spaces.

Payment

Please make checks payable to Maryland Seafood Festival. Payment and application should be mailed to:

Maryland Seafood Festival
PO Box 358
Arnold, MD 21012
Attn: Daryl Cooke

Signature: _____ Date: _____