



ANNMARIE SCULPTURE GARDEN & ARTS CENTER

P. O. Box 99, Dowell, MD 20629

t. 410.326.4640 f. 410.326.4887

info@annmariegarden.org

www.annmariegarden.org

January 2016

Dear Potential Food Vendor;

You are cordially invited to submit your application for *Halloween in the Garden* to take place **Saturday, October 29, 2016 from 11am-4pm at Annmarie Sculpture Garden & Arts Center**. Every year, over 70 local organizations, non-profits, and businesses will set up booths along our lovely wooded path and hand out treats to thousands of costumed kids and their families. **Expected attendance is 5000+ guests**. For this event, we typically seek out 2-3 food vendors/concessions. All food vendors will be located along the asphalt drive in the heart of the festival. This convenient placement will allow you to utilize your own tents and set up equipment. Please carefully read the following information:

- **Registration Fee is \$75** payable to “Annmarie Garden,” which covers the following expenses: 1] free-flowing water with nozzle; 2] two-plug electrical outlet; and 3] a Health Dept approved drinking water hose. You must provide all your own set up equipment. **This fee is non-refundable once we have accepted you.**
- **Each food vendor agrees to pay fifteen percent (15%) of total GROSS sales** to “Annmarie Garden.” Your payment is due by December 1. **The \$75 registration fee shall NOT be deducted from this amount. There is a late payment fee of \$25 and a returned check fee of \$25.**
- **Final approval of menu items will be made by the Halloween Coordinator. Menu items MUST be submitted for approval along with your application by October 1.** A note about menu items: we will do our best to avoid duplication of menu items, but please note that we cannot guarantee that you will be the sole provider of a particular item. We will do our best to try avoid duplication and create a diverse selection!
- You **MUST** complete a Calvert County's Health Department temporary food service application and pay the required fee. You can download the form at <http://www.calverthealth.org/community/environmentalhealthservices/foodservice.htm>. **Complete the form and forward it directly to the Calvert County Health Department** along with the required fee. Under no circumstances will any food vendor be permitted to set up at *Halloween* without the approval of the Health Department. It is your responsibility to secure all the required licenses.
- **Water supply** – we will provide white food grade hoses to food vendors. If you are not required to have water, please indicate on your application!
- **Electricity** – an electrical service panel is provided for use by food vendors (**120 volt**). Because some vendors will be farther away from the panel than others, we encourage ALL vendors to bring long and heavy duty extension cords. Please note that we **do not** allow generators at *Halloween*.
 - **If you require 240 volt service**, you will need to make arrangements in advance and will be required to pay an additional \$50 service fee. Please email info@annmariegarden.org to inquire about 240 volt service; and include a photo of your plug.
 - **Under no circumstances do we allow vendors to “hot wire” their electric lines directly into our service panel;** vendors caught doing this will be asked to immediately leave the property, and will not be invited back. No exceptions.



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- **Sign and return** the enclosed liability and understanding statement found on the application form.

Halloween in the Garden SET-UP times are as follows:

- **Friday, October 28, Noon-4:00pm OR Saturday October 29, 8:30-10:00am**
- **On Saturday**, absolutely **NO** vehicles will be permitted in the garden after 10:30am.
Event hours are 11am-4pm on October 29.
- **Sign and return** the enclosed liability and understanding statement found on the application form.

Thank you for your interest in this event and the garden. Please contact Crystal Seay at info@annmariegarden.org with any questions. We look forward to working with you.

Sincerely,

Crystal L. Seay

Guest Services & Events Coordinator

Annmarie Sculpture Garden & Arts Center

info@annmariegarden.org

Items to be returned to Annmarie Garden by October 1

- ☐ Check payable to "Ann's Circle, Inc." for \$75
- ☐ Signed Food Vendor Application with Planned Menu Items
- ☐ Copy of Company's Liability Insurance
- ☐ Copy of Food License

Items to be sent to Calvert County Health Department directly

- ☐ Completed Health Department Application, including required payment.

Go to their website to download the form:

<http://www.calverthealth.org/community/environmentalhealthservices/foodservice.htm>.



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**Food Vendor Application – *Halloween in the Garden*
October 29, 2016, 11am-4pm, Annmarie Sculpture Garden, Solomons, Maryland**

**Please complete and return to Annmarie Garden, P.O. Box 99, Dowell, MD 20629
by October 1, 2016**

Contact name: _____

Business name: _____

COMPLETE mailing address: _____

E-mail (REQUIRED): _____

Phone: _____ **Fax:** _____

Please list at least three references or festivals in which you have participated:

Proposed Menu & Price List (REQUIRED): please attach a proposed menu and price list. This information is required. NO application will be accepted without complete menu and price list.

I have read and understand the policies and procedures as outlined in this application and attached letter and instruction sheet and I agree to observe them as stated. At the end of the event, I agree to leave my space as it was found. I will put all my trash in the large event dumpster (adjacent to Food Court) and I will not dump trash or cooking fluids in the woods or grass. I will remove all cooking fluids from the site and dispose of them myself. I hold neither the Koenig Private Foundation, Ann's Circle, Inc, it's trustees, staff, volunteers or representatives, or Annmarie Garden itself responsible for theft, accidental loss, or damage of any kind to me, or anyone working with me during ***Halloween 2016***. **I agree to pay 15% of my gross sales to Annmarie Garden by December 1, 2016.** I give Annmarie Garden permission to use photographs of my work or display during the event for promotional purposes.

Signature

Date

Printed name



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SET UP Rules for FOOD VENDORS

Halloween in the Garden, Saturday, October 29, 2016, 11:00am – 4:00pm

Annmarie Garden, Dowell Road, Solomons

Set Up Time: Saturday, Oct. 29, 8:30-10:30am. All food vendors are to enter Annmarie Garden through the **Front Gate** where you will check in with a staff member. There is an area adjacent to the food court where you will be able to park your vehicle. If you bring more than one vehicle, you may be asked to park it in the PARKING FIELD. All your workers **MUST** also park their cars in the Parking Field.

Some people like to begin dropping off booth items on Friday. That is fine, but remember that this is a park and all materials should be properly stored and protected from wild animals and the weather!

On Saturday, the Front Gate will close to vehicular traffic at 10:30am and will not reopen for vehicular traffic until 4:15pm (at the earliest). If you need to run out to purchase more supplies for your food booth, we will allow you to drive your vehicle into the FRONT GATE area, but you will not be able to drive into the pedestrian area (beyond the slight bend in the drive). The volunteer working the **Front Gate** will show you how far into the Garden you can drive your car. **Please be courteous to our volunteers and follow their instructions – it is their job to ensure the safety of thousands of children.** Remember, the safety of the kids comes before your convenience. Anyone who doesn't agree with this policy can sell food at another event.

ABSOLUTELY NO PETS are allowed! This is a SMOKE FREE / VAPING FREE event. Any exceptions must be approved by Garden Director.

CLEAN UP - At the end of the event, you will leave your area as it was found. You will put all your trash in the large event dumpster (adjacent to Food Court) and you will not dump trash or cooking fluids in the woods or grass. You will remove all cooking fluids from the site and dispose of them yourself.

PLEASE NOTE: This is a RAIN or SHINE event. Should there be inclement weather, please dress appropriately.

Please note that **EARLY BREAKDOWN OF BOOTHS IS NOT ALLOWED.** This event is open to the public from 11:00am until 4:00pm. By signing the APPLICATION FORM, you are agreeing to staff a food booth for the duration of the event. Breakdown begins at 4:15. All vehicles must re-enter through the Front Gate. Breakdown must be complete by 6:00.

PLEASE SHARE ALL THESE SET UP RULES WITH YOUR VOLUNTEERS AND WORKERS!!

Interested in sponsoring this event?

Please call 410.326.4640 or email info@annmariegarden.org