



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

Attention Food Vendors!

You are cordially invited to submit your application for *The Fairy House & Gnome Home Festival* to take place **Sunday, April 23, 2017, 12:00 - 4:00 pm** at **Annmarie Sculpture Garden & Arts Center**. We expect more than 1,200 visitors at this magical event!

We are seeking **food vendors** to sell food and drinks at the event. Food vendors chosen for the festival will be those that best fit the kid-friendly theme of the day. **Please review the event website prior to submitting your application.** Go to <http://www.annmariegarden.org/annmarie2/content/fairy-gnome-home-festival-tour> to learn more about the festival. **The deadline to apply is April 1, 2017.**



About the Food Court at the festival ----All **food vendors** will be located on the asphalt drive in the heart of the *Festival*. This convenient placement will allow you to utilize your own food trailers and set-up equipment. Please carefully read the following information:

- **Registration Fee is \$75** payable to "Ann's Circle," which covers the following expenses: 1] free-flowing water with nozzle; and 2] two-plug electrical outlet. Please note that if your application is denied, your \$75 Registration Fee will be refunded; otherwise, the fee is non-refundable.
- **Your menu items MUST be submitted for approval along with your application by April 1, 2017.** Please note that we will review applications on a first come, first served basis; we will close the application period early if we secure enough food vendors.
- **Electricity** – a temporary 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 extension cords. Please note that the use of generators at the *Festival* is strictly forbidden.
 - **If you require 240 volt service**, you will need to make arrangements in advance and will be required to pay an additional \$75 service fee. Please email rentals@annmariegarden.org to inquire about 240 volt service.
 - **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.
- You **MUST** complete a Calvert County's Health Department **temporary food service application** and pay the fee: <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 the *Fairy Festival* without the approval of the Health Department. It is your responsibility to secure all the required licenses.



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

Fairy Festival SET UP times are as follows:

- **Saturday, April 22nd, Noon-4pm** - vendors are strongly encouraged to set up on Saturday in order to avoid the rush and congestion of Sunday morning!
- **Sunday, April 23rd, 9:00am-11:00am**; absolutely **NO** vehicles will be permitted in the garden after 11:00am. Event hours are 12-4pm.
- The event runs from 12:00 to 4:00pm on Sunday, April 23rd at Annmarie Garden. All vendors agree to remain for the duration of the event. **Special note: ALL vendors must tear down, clean up, and remove ALL their equipment by 6:00pm on Sunday. No exceptions.**
- This is a smoke free and pet free event.
- After the event, each food vendor agrees to pay fifteen percent (15%) of total GROSS sales to "Ann's Circle" Your payment is due by May 31, 2017. The \$75 registration fee shall NOT be deducted from this amount. There is a \$25 late fee and a \$25 returned check fee.
- 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 Debbie Hamann at rentals@annmariegarden.org with any questions. On behalf of everyone at Annmarie, thank you and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Debbie Hamann".

Debbie Hamann
Food Coordinator
Annmarie Sculpture Garden & Arts Center
rentals@annmariegarden.org

Items to be returned to Annmarie Garden by April 1, 2017

- Check payable to "Ann's Circle, Inc" for \$75 (please include an additional \$75 if you require 240 volt service)
- Signed Food Vendor Application with Planned Menu Items
- Explanation of how your business fits the theme of the festival
- Plan of your booth set up with overall dimensions
- At least 2 business references
- Copy of Food License
- Copy of Company's Liability Insurance

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>.



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

Fairy Festival - Food Vendor Application – Sunday, April 23, 2017 **Deadline to apply – April 1**

Contact name: _____

Business name: _____

Mailing Address: _____

E-mail (**REQUIRED**): _____

Phone: _____ Fax: _____

Website address: _____

When will you be setting up? Saturday (12:00 – 4:00 pm) Sunday (9:00 – 11:00 am)

Attach a list of at least 2 business references (including contact information for each)

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. If applicable, please list any items that you think are particularly suited for the magical theme of the event!

BOOTH SET UP MAP- You must provide a complete and detailed plan of your booth set up, including the TOTAL length and width of your booth, and any grills, coolers, vehicles, etc.

ELECTRICITY: check one 120 volt 240 volt (requires an additional \$75 service fee)

Special Note: the use of generators at the Fairy Festival is strictly forbidden.

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 and recyclables in the bins provided (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, the Board of Calvert County Commissioners, its 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 the **Fairy Festival**. I agree to pay 15% of my gross sales to "Ann's Circle, Inc" by May 31, 2017. I understand there is a late payment fee of \$25 and a returned check fee of \$25. I give Annmarie Garden permission to use photographs of my work or display during the event for promotional purposes.

Signature

Date

Printed name