



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 2017

Dear Potential Food Vendor;

We are pleased to host the 2nd *Annmarie Antique & Flea Faire*, on May 6 & 7, 2017, Saturday 9am-4pm & Sunday 10am-3pm, at Annmarie Sculpture Garden & Arts Center located in Solomons, Maryland - about an hour from the Baltimore-Washington metro area. Recognized as one of the top outdoor festival venues in the Mid-Atlantic region, Annmarie has a reputation for producing top-notch festivals and events. The Annmarie Antique & Flea Faire promises to provide a weekend of terrific shopping, demos, talks, appraisals, food vendors, wine and beer, and activities for the kids! We expect more than 150 vendors, with a wide variety of options and prices. We hope you will apply!

We review each food vendor application within 10 business days of receiving the application, so please apply early to ensure your space. Once we meet our quota of food vendors, we will close the application process. **Please note that the application period will close on April 1, unless we fill all the spaces.** If your application is declined, we will either return your check uncashed, or issue a refund.

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 trailers and set up equipment. Please carefully read the following information:

- **Registration Fee is \$155** payable to "Ann's Circle," 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 "Ann's Circle." Your payment is due by May 31, 2017. **The \$155 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 Annmarie Antique & Flea Faire Food Coordinator. Menu items MUST be submitted for approval along with your application by April 1.** It is imperative your planned menu items and registration fee be included with your application. 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 *Annmarie Antique & Flea Faire* 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!



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- **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 3-prong extension cords. Please note that we **do not** allow generators at **Annamarie Antique & Flea Faire**.
 - **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. Email rentals@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.
- **Sign and return** the enclosed liability and understanding statement found on the application form.

Annamarie Antique & Flea Faire set up times are as follows:

- **Friday, May 5 - 10:00 am – 4:00 pm** - **Food vendors** are strongly encouraged to set up on Friday in order to avoid the rush and congestion of Saturday morning!
- **Saturday May 6 - 6:00 am - 8:30 am**; absolutely **NO** vehicles will be permitted in the garden after 8:30am.
Event Hours are 9 am – 4 pm on Saturday.
- **Sunday, May 7 - 8:00 am - 9:30 am** – Re-stocking period; vehicles are not allowed in the garden prior to 8:00am on Sunday morning. Absolutely **NO** vehicles will be permitted in the garden after 9:30am.
Event Hours are 10 am – 3 pm on Sunday.

We are looking forward to **Annamarie Antique & Flea Faire** being another wonderful event at the garden. Should you have any questions or concerns, please do not hesitate to contact me directly. Thank you for your interest in this event and the garden. I look forward to working with you.

Sincerely,

Debbie Hamann
Food Coordinator

Items to be returned to Annmarie Garden by April 1

- Check payable to "Annamarie Garden" for \$155
- Signed Food Vendor Application with Planned Menu Items
- Plan of your booth set up with overall dimensions
- At least 3 festival references
- 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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Annmarie Antique & Flea Faire – Food Vendor Application Form

May 6 & 7, 2017 - Saturday 9am-4pm; Sunday 10am-3pm

Annual Deadline to apply: April 1st

Incomplete Applications will be returned.

Contact Name: _____

Business Name: _____

Mailing Address: _____

City, State, Zip: _____

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

Phone: _____ Fax: _____

When will you SET UP? Friday between 10:00 am – 4:00 pm Saturday between 6:00 am - 8:30 am

Attach a list of at least 3 festivals in which you have participated (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.

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.

Do you need free-flowing water (provided in white food-grade hoses)? YES NO

VEHICLE – My vehicle must be:

- at my booth (dimensions of vehicle in feet ____ x ____ ; please show your vehicle on BOOTH SET UP MAP)
- near my booth (dimensions of vehicle in feet ____ x ____)
- my vehicle will be parked in the parking field

SPECIAL NOTE: WE DO NOT ALLOW GENERATORS OF ANY KIND AT AA&FF!

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

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 **Annmarie Antique & Flea Faire 2017**. I agree to pay 15% of my gross sales to "Ann's Circle" 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 _____



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ANNMARIE ANTIQUE AND FLEA FAIRE '17 Schedule: **Important Dates!**

On-going Application	Application period will remain open until festival is full!
Friday, May 5	10:00am-4:00pm – Booth Set-Up
Saturday, May 6	6:00-8:30am – Booth Set-Up 8:30am – ALL cars must be moved to Parking Field
	9:00am-4:00pm – Annmarie Antique & Flea Faire OPEN to Public
	4:00-4:30pm – Public leaves site; no cars allowed in garden during this time. 4:30-5:00pm – Vendors close up shop for the evening!
Sunday, May 7	8:00-9:30am – Booth Re-stocking 9:30am – ALL cars must be moved to Parking Field
	10:00am-3:00pm – Annmarie Antique & Flea Faire OPEN to Public
	3:00-3:30pm – Public leaves site; no cars allowed in garden during this time
	3:30pm (approximately) – Group A cars enter
	4:00pm – (approximately) - Group B cars enter
	6:00pm– Sunday teardown ends
Monday, May 9	9:00am-3:00pm – Monday teardown for those who need extra time

QUESTIONS?

Debbie Hamann, *Food Coordinator*, rentals@annmariegarden.org

Crystal Seay, *Administrative Manager*, info@annmariegarden.org

Thank you! We look forward to working with you!