



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 Calvert Green Expo & Craft Fair* to take place **Saturday, June 3, 2017, 10:00am-4:00pm** at Annmarie Sculpture Garden & Arts Center. The event is hosted by the **Calvert County Citizens Green Team**. We expect more than 1,000 visitors and 100 vendors at this **FREE**, earth-friendly, **green** event!



We are seeking **food vendors** to sell food and drinks at the event. Food vendors chosen for the expo will be those that best exemplify the **green** theme of the event. If you include **locally-grown ingredients** and/or healthy options on your menu and/or if you incorporate **earth-friendly practices in your business**, then you might be right for this event!

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

- **Registration Fee is \$50** 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 \$50 Registration Fee will be refunded; otherwise, the fee is non-refundable.
- Given the theme of the event, please describe in detail how your menu and/or business practices are green. **Your menu items MUST be submitted for approval along with your application by May 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 we **do not** allow the use of generators at the **Expo**.
 - **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 **Green Expo** without the approval of the Health Department. It is your responsibility to secure all the required licenses.



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Calvert County Green Expo SET UP times are as follows:

- **Friday, June 2nd, Noon-4pm** - vendors are strongly encouraged to set up on Friday in order to avoid the rush and congestion of Saturday morning!
- **Saturday, June 3rd, 8:00am-9:30am**; absolutely **NO** vehicles will be permitted in the garden after 9:30am. Event hours are 10am-4pm
- **The event runs from 10:00am to 4:00pm on Saturday, June 3rd at Annmarie Garden. All vendors agree to remain for the duration of the event.**
- **After the event, each food vendor agrees to pay ten percent (10%) of total GROSS sales to "Ann's Circle." Your payment is due by June 30, 2017.** The \$50 registration fee shall NOT be deducted from this amount.
- **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 the **Calvert County Citizens Green Team**, thank you and we look forward to working with you.

Sincerely,

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

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

- Check payable to "Ann's Circle, Inc." for \$50 (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 green theme of the expo
- Plan of your booth set up with overall dimensions
- At least 2 business references
- 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>.



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Food Vendor Application – **Calvert Green Expo**

Saturday, June 3, 2017 **Deadline to apply: May 1, 2017**

Contact name: _____

Business name: _____

Mailing Address: _____

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

Phone: _____ Fax: _____

Website address: _____

When will you SET-UP? Friday, 12:00 – 4:00 pm Saturday, 8:00 – 9:30 am

How does your business fit with the theme of the event? _____

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 indicate locally-grown items, organic items, or other pertinent information.

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)

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, the Calvert County Citizens Green Team, 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 **Green Expo**. I agree to pay 10% of my gross sales to "Ann's Circle, Inc." by June 30, 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