



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 2012

Dear Potential Food Vendor;

You are cordially invited to submit your application for *Artsfest 2012* to take place September 15 & 16, 2012. This annual arts festival is a wonderful event with plentiful crowds, easy set up, and guaranteed profits. Because we limit the number of food vendors, you are ensured a busy day! The *Artsfest* committee encourages applications from a variety of concessions, including those specializing in ethnic foods, gourmet foods, seafood, desserts, ice cream, coffee, smoothies, etc. If you sell something yummy, we want you at *Artsfest*!

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 June 30, unless we fill all the spaces.** If your application is declined, we will return your check uncashed.

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 \$150** payable to “Annmarie Garden,” which covers the following expenses: 1] free-flowing water with nozzle; and 2] two-plug electrical outlet. Sorry, but we no longer provide tables. 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 October 31. **The \$150 registration fee shall NOT be deducted from this amount. There is a late payment fee of \$25.**
- **Final approval of menu items will be made by the Artsfest Food Coordinator. Menu items MUST be submitted for approval along with your application by June 30.** In order to consider you for participation and include your company's information in the event's advertising package, it is **imperative your planned menu items and registration fee be included with your application.**
- 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 *Artsfest* without the approval of the Health Department. It is your responsibility to secure all the required licenses.
- **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 generators at *Artsfest*.
 - **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.



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- *Artsfest* set up times are as follows:
 - **Friday, September 14, 10am-5pm** - vendors are strongly encouraged to set up on Friday in order to avoid the rush and congestion of Saturday morning!
 - **Saturday September 15, 7:00am-9:30am**; absolutely **NO** vehicles will be permitted in the garden after 9:30am. Event hours are 10am-5pm, both Saturday and Sunday.
 - **Sunday, September 16, 8am-10:00am** – re-stocking period
- **Sign and return** the enclosed liability and understanding statement found on the application form.

We are looking forward to *Artsfest* 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,

Melissa Langley
Events Coordinator

Crystal Seay
Food Vendor Coordinator

Items to be returned to Annmarie Garden by June 30

- Check payable to "Annmarie Garden" for \$150
- 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

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 - Artsfest 2012
September 15 & 16, 2012, Annmarie Garden, Solomons, Maryland
Please complete and return to by June 30, 2012

Contact name: _____

Business name: _____

Mailing Address: _____

E-mail (REQUIRED): _____

Phone: _____ Fax: _____

Website address: _____

Will you be setting up on Friday or Saturday morning? _____

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.

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 ARTSFEST!

ELECTRICITY: check one 120 volt 240 volt (requires an additional \$50 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 *Artsfest 2012*. I agree to pay 15% of my gross sales to Annmarie Garden by October 31, 2012. 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