



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

Dear Potential Food Vendor;

You are cordially invited to submit your application for **Artsfest '17** to take place September 16 & 17, 2017. 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, alcoholic beverages, smoothies, etc. If you sell something yummy, we want you at **Artsfest!**

We review each food vendor application as received, so apply early! Application period will end May 1st or until filled. Once we meet our quota of food vendors, we will close the application process. Notification of acceptance will be emailed by May 15th. 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, or the adjacent lawn, 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 "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 "Ann's Circle." Your payment is due by September 30. **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 Artsfest Food Coordinator. Menu items MUST be submitted for approval along with your application by May 1st.** In order to consider you for participation, please 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.** 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 **Artsfest** 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 **Artsfest**.
 - **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; 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.



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Artsfest set up times are as follows:

- **Thursday, September 14, 10am-4pm** - **Food Vendors** are strongly encouraged to set up early in order to avoid the rush and congestion of Saturday morning!
- **Friday, September 15, 10am-5pm** - **Food Vendors** are strongly encouraged to set up by Friday in order to avoid the rush and congestion of Saturday morning!
- **Saturday September 16, 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 17, 8:00am-10:00am** – re-stocking period; vehicles are not allowed in the garden prior to 8:00am on Sunday morning.

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,

A handwritten signature in black ink, appearing to read 'Debbie Hamann', is written over a light blue rectangular background.

Debbie Hamann
Food Coordinator
rentals@annmariegarden.org

Items to be returned to Annmarie Garden by May 1 (or until full)

- Check payable to "Annmarie 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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ARTSFEST '17 – Food Vendor Application Form Sept 16 & 17, 2017

Annual Deadline to apply: May 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? Thursday 12-4pm Friday 10am-5pm Saturday 7:00am-9:30am

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 ARTSFEST!

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 **Artsfest 2017**. I agree to pay 15% of my gross sales to Ann's Circle by September 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



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Artsfest '17 Schedule: Important Dates!

March 31	Deadline to apply for ARTISTS
April 30	Notification of Jury decision for ARTISTS
May 1	Deadline to apply for PERFORMERS Deadline to apply for FOOD VENDORS Deadline to apply for CULTURAL & ENVIRONMENTAL Organizations
May 15	Notification of acceptance decision for PERFORMERS, FOOD VENDORS and CULTURAL & ENVIRONMENTAL Organizations
June 1	ARTISTS booth reservation & rental fees due
Mid-August	Artsfest badges & set-up information mailed to EVERYONE!
Thurs, Sept 14	Noon-5:00pm – Early Bird Set-Up for INDOOR ARTISTS & FOOD VENDORS
Fri, Sept 15	10:00am-5:00pm – Booth Set-Up (Indoor booth set-up complete)
Sat, Sept 16	7:00am-9:30am – Booth Set-Up 9:30am – ALL cars must be moved to Parking Field 10:00am-5:00pm – Artsfest Open to Public 11:00am-2:00pm – Jury will observe ARTISTS Demonstrating work 3:00pm – ARTIST Awards Presentation 5:00-5:30pm – Public leaves site; no cars allowed in garden during this time
Sun, Sept 17	8:00-9:30am – Booth Re-stocking 9:30am – ALL cars must be moved to parking lot 10:00am-5:00pm – Artsfest Open to Public 5:00-5:30pm – Public leaves site; booth teardown; no cars allowed in garden during this time 5:30pm – Group A cars enter 6:00pm – Group B cars enter Dusk – Sunday teardown ends
Mon, Sept 18	10:00am-2:00pm – Monday teardown for those who need extra time
September 30	Commission payment due from EVERYONE ; \$25 late fee for each month the payment is late; \$25 returned check fee.