



2018 FOOD VENDOR APPLICATION

ANNMARIE SCULPTURE GARDEN & ARTS CENTER

P.O. BOX 99, 13470 DOWELL RD, DOWELL, MD 20629 • 410-326-4640 • WWW.ANNMARIEGARDEN.ORG

GENERAL VENDOR INFORMATION

REGISTRATION - Fees range from \$50-\$155 and are payable to "Ann's Circle." Fees cover: booth space; Health Dept approved drinking water hose with free-flowing water nozzle and; a 120v two-plug electrical outlet. You must provide all your own set up equipment. **This fee is non-refundable once you are accepted.**

COMMISSION - Each food vendor agrees to pay fifteen percent (15%) of total GROSS sales to "Ann's Circle." Your payment is due two (2) weeks after each event. The Commission form will be handed to you the day of the event. **The Registration Fee shall NOT be deducted from this amount. This Commission is in addition of the Registration Fee. Please note that 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 Food Coordinator. Menu items **MUST** be submitted for approval along with your application. If you are planning different menu items per event, please submit separate menus with pricing for each event. As this affects who is selected, it is imperative your planned menu items are included with your application. *Note: 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 do our best to create a diverse selection! We encourage you to recommend our events to other food vendors you feel would add variety to our events.*

You MUST complete a Calvert County's Health Department Food Service Application and pay the required fee. **Submit completed form 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 any of our events without the **approval of the Health Department.** It is your responsibility to secure all the required licenses. **Download form at www.calverthealth.org**

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 3-prong extension cords. Please note that if you need to use a generator, this must be pre-approved by the Director or Food Coordinator.

- **If you require 240 volt service**, arrangements need to be made in advance and require an additional \$75 service fee. Email rentals@annmariegarden.org to inquire about 240 volt service; and include a photo of your plug.
- **We do not 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 COMPLETED APPLICATION which includes the liability and understanding statement.

Items to be returned to Annmarie Garden by March 1

- Signed Food Vendor Application with selected events and planned menu items (separate ones if different)
- Plan of your booth set up with overall dimensions.
 - A picture or drawing of your food booth, truck or trailer is NOW REQUIRED. We need the street side view so that we can see if where your hook up is so we can properly place you for easy loading and unloading
- At least 3 festival references (*new vendors only*)

Items required after selection by Annmarie Garden (14 days after receipt of approval email)

- Copy of Food License
- Registration fee for each event selected
- Copy of Company's Liability Insurance listing Annmarie Garden; the Koenig Private Foundation, Inc; Anns Circle Inc; and the Board of Calvert County Commisioners as additional insured.

Items to be sent directly to Calvert County Health Department

- Completed Health Department Application, including required payment. Download form at www.calverthealth.org



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Deadline to apply: March 1, 2018

Incomplete applications will be returned.

Applications will be accepted in the order to which they were received and will be notified via email if they were accepted per festival/ event. Booth fees are due fourteen (14) days after notification of acceptance

Contact Name: _____

Business Name: _____

Mailing Address: _____

City, State, Zip: _____

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

Phone: _____ Fax: _____

I am interested in participating in the following 2018 Festivals. I acknowledge that I will be notified if selected and my booth fee will be due within fourteen (14) days of notification or my application will be revoked.

			FEE	
<input type="checkbox"/>	Fairy & Gnome Home Festival	Sunday, April 22, 2018	Noon - 4 pm	\$75
<input type="checkbox"/>	Antique and Flea Faire	Saturday, May 5, 2018 Sunday, May 6, 2018	9 am - 4 pm 10 am-3 pm	\$155
<input type="checkbox"/>	Calvert Green Expo & Craft Fair	Saturday, June 2, 2018	10 am - 4 pm	\$50
<input type="checkbox"/>	Artsfest	Saturday & Sunday September 15 &16, 2018	10 am - 5 pm	\$200
<input type="checkbox"/>	Halloween in The Garden	Saturday, October 27, 2018	10 am - 4 pm	\$75

Attach a list of at least 3 festivals in which you have participated (including contact information for each) **if you are not currently participating in events with us.**

Proposed Menu & Price List (REQUIRED): please attach a proposed menu and price list. This information is required.

Booth Set Up Map: IMPORTANT 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. Also please attach a picture of your booth, tent or trailer/truck as well as a diagram or photo showing the front of the vehicle/trailer, location of the hitch and location of your selling window. If you have a door or ramp on the back, we need to also know how far out it extends.

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 ____) Reason: _____
- my vehicle will be parked in the parking field

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

SPECIAL NOTE: GENERATORS MUST BE PRE-APPROVED

ELECTRICITY: check one 120 volt 240 volt (requires an additional \$75 service fee) *** Attach a picture of your plug***

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 and as expeditiously as possible. I will put all my trash in the large event dumpster (adjacent to Food Court) and I will not dump trash, cooking fluids or any other food or non-food debris 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 Garden events in 2018. I agree to pay my booth fees within 14 days of notification and my commission within 14 days after the event. 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 _____

QUESTIONS? Debbie Hamann, Food Coordinator, rentals@annmariegarden.org • Office 410-326-4640 • Cell 301-717-2211

FOR AMG STAFF ONLY: Date Application Received: _____ Date Email Sent: _____

Events selected: _____