



Caroline Summerfest

For over 21 years, Caroline Summerfest has been an outdoor celebration of arts and entertainment on the grounds and surrounding streets of the Caroline County Courthouse and down to the Choptank riverfront area.

The event will be held over two days. Friday, August 20th evening hours will be from 5:00 p.m. until 10:00 p.m. and Saturday, August 21st from 2:00 p.m. until 10:00 p.m.

The event has attracted up to 10,000 participants in past years.

If you are a non-profit, civic, government, church, or community organization serving all or part of the Caroline County community, please consider participating in this event.

Your organization should consider this year's Summerfest as an important fund raising and public relations opportunity. Public patronage of food concessions, activity and game booths and public information displays at last year's event was excellent!

Do consider being a part of Summerfest 2010. The specifics on booth space - size, cost, location, setup time, etc. - are detailed for you on the attached pages. There are now two separate vendor applications - one for Non-profit General Festival Vendors and the other is for Non-profit Food Vendors.

New to Summerfest? Please feel free to contact us if you have any questions about what will work best for your organization.

Please note that there are some important deadlines:

- ▶ **All applications due June 1, 2010.**
- ▶ **RETURNING VENDORS:** If you are a returning vendor please complete your form and submit by **February 25, 2010** if you would like us to consider maintaining your 2009 booth location.
- ▶ Applications received after June 1st must pay an additional \$20 late fee charge.
- ▶ No applications will be accepted after June 15th.

Summerfest 2010 is shaping into an exciting event. We hope you can be a part of it!

Thank you for your consideration.

Summerfest 2010 Steering Committee
FOR MORE INFORMATION, PLEASE CALL:
410-479-2050
www.carolinesummerfest.com

2010
CAROLINE SUMMERFEST
GENERAL FESTIVAL VENDOR EXHIBITION INFORMATION

FESTIVAL

Caroline Summerfest 2010 will be held over two days. This year's Summerfest is set for Friday, August 20th from 5:00 p.m. until 10:00 p.m. and Saturday, August 21st from 2:00 p.m. to 10:00 p.m. It is a large outdoor event located on the grounds and surrounding streets of the Caroline County Courthouse in Denton. In the event of severe inclement weather on Friday, the scheduled activities will be canceled. If this situation occurs Saturday, the Saturday events will be rescheduled for the rain date: Sunday, August 22nd. If a potential safety hazard arises during the operation of the festival, the sponsor reserves the right to cancel the event at its discretion and all booths must immediately close down.

VENDOR

Summerfest "vendors" are limited to non-profit civic, government, church and community organizations serving all or part of the Caroline County community. The opportunity to extend their public relations and or fund raising efforts through this event enhances their organization's community service efforts. Summerfest booth space is not extended to independent food and product vendors as a private for-profit enterprise. This does not apply to the juried craft exhibition in which individual artists are invited to exhibit, demonstrate and sell their handcrafted works.

The Summerfest Committee reserves the right to limit the number of similar food booths in order to maximize variety.

SPACE

Vendors will be assigned one 10' x 10' space, approximately 100 square feet. If space requirements exceed 100 square foot limits, vendors must obtain approval from the Summerfest Committee. Space locations are assigned at the discretion of the Summerfest Steering Committee. Specific location assignments will not be made until after July 1st. The Committee will consider the order in which the applications were received, placement of two-day vendors, special needs requests, utility service requirements and general festival composition in assigning space. The vendor agrees to work only in the space assigned and is responsible for informing their volunteers of their space location and parking restrictions prior to the festival. No advertisements and/or politi-

cal signs, banners, bumper stickers, etc., may be placed outside of the booth space on festival grounds.

CHARGE FOR SPACE

Basic **General Vendor** booth fee charges for for **non-profit**, civic, government, church and community organizations

\$35 10' x 10' space

\$75 10' x 20' space

\$25 10' x 20' space Crouse Memorial Park

Vendors must provide floor length covering on all sides of the table. Electric service is available for an additional charge of \$25 for two female receptacles and is limited to 110 watts, 20 amp service. Vendors must provide their own 100' heavy-duty, grounded outdoor extension cord to access service. The vendor is responsible for ensuring that all appliances will not blow a 20 amp fuse and further agrees to use electrical outlets only for the appliances stated on the application. Tables can be reserved for an additional \$20 charge each.

Make checks payable to the Caroline County Commissioners.

REFUND OF CHANGES

If a vendor withdraws from the Festival prior to July 15th the vendor will receive a registration fee refund less a \$10 administration charge. No refunds will be issued after this date. Any request for withdrawal and refund must be in writing and submitted to Caroline Summerfest, 13 North Third Street, Denton, Maryland 21629.

BOOTH SPACE SET UP TIME

Friday set-up: Booth set up will begin at 12 noon on Friday, August 20, 2010. All vehicles involved with set up must enter the festival grounds by 3 p.m. All vehicles must be removed from the area by **NO LATER THAN 4:00 P.M.** All setups should be completed by 4:30 p.m. Plan to stay and staff your booth until 10:00 p.m. The streets in the immediate vicinity of the festival will be closed off at 3:00 p.m. We will be working to accommodate the drive thru banking traffic. Only vehicles in connection with the exhibits, performers, and emergency vehicles will be allowed to enter onto Market Street, Second Street and First Street around the Courthouse. There will be a short term loading/unloading area on Second Street next to M & T Bank for use during the event.

There is no rain date for Friday's schedule

Over Night Security - Booths may be left set up overnight. The lights surrounding the festival grounds will be left on and around the clock professional security services will be provided. Do not leave valuables.

Saturday set-up: Vendors who elect to set up on Saturday only must plan to follow this schedule: Booth set up will begin at 10:00 a.m. on Saturday, August 21, 2010. All setups must be completed by 1:30 p.m. Plan to stay until 10:00 p.m. The streets in the immediate vicinity of the festival will be closed off at 10:00 a.m. Only vehicles in connection with the exhibits, performers, and emergency vehicles will be allowed to enter onto Market Street, Second Street and First Street around the Courthouse. All other must be removed from the area by NO LATER THAN 12 noon. The rain date is set for Sunday, August 22, 2010 and the same hours will apply. There will be a short term loading/unloading area on Second Street next to M & T Bank behind the Dumpster for use during the event. Absolutely no vehicles will be allowed on the festival boundaries beginning Friday at 4:00 p.m. through Saturday 10:00 p.m. without the Festival Steering Committee authority.

Booths should be operational during the times listed above unless the Steering Committee cancels the event due to a potential safety hazard. Booths can be dismantled after 10 p.m. on Saturday and should be completely dismantled and removed from the site by 11:30 p.m. unless the Vendor coordinates longer storage with the Steering Committee Officials.

At the close of the event on Friday evening and at the conclusion of the event, vendors must clean up the space location including grease removal and place trash in the dumpster provided.

BOOTH CONTEST

The Caroline County Summerfest Committee sponsors a "Best Summerfest Booth Contest". Each non-profit or civic organization exhibit/vendor is encouraged to use their talents to decorate their booth area and compete for a \$100.00 cash prize. The booths will be judged on creativity and originality.

Please check the Summerfest website for this year's theme. Each booth will be rated up to 10 points in each of the three categories for a total of 30 points. In the event of a tie, the cash will be split equally. Judging will be completed at the festival on Saturday.

PRODUCT RESTRICTIONS

The sale or distribution of glow bands necklaces and other glow stick products are the exclusive privilege of the Summerfest Steering Committee and their representatives during the 2010 event. Booth vendors are prohibited from distributing or selling these items. Any prizes, such as Snappers, firecrackers or other materials that are judged to be nuisance by festival officials will be prohibited. If you have any questions regarding this potential restriction, ask!!

COURTESY RULES

All vendors will agree that their exhibit/booth will not obstruct the view or otherwise block or interfere with a neighboring exhibit/booth. All vendors will agree to confine their activities to the street or sidewalk space assigned by the Festival Steering Committee. The Festival Steering Committee reserves the right to restrict or prohibit noisy exhibits, offensive odor producing exhibits, or exhibits deemed by the Committee to be inappropriate.

EMERGENCY PREPAREDNESS

Each vendor must keep a flashlight and a 5 pound fire extinguisher at their booth site.

For more information or further assistance, contact the Caroline Summerfest Committee at the Denton Town Office, 13 North Third Street, Denton, Maryland 21629, 410-479-2050.

www.carolinesummerfest.com

Caroline Summerfest



2010

2010 Festival Vendor Application

NON-PROFIT/CIVIC ORGANIZATION INFORMATION

Non-profit Organization Name _____

Mailing Address _____

City _____ State _____ Zip _____

MD Sales Tax # _____

CONTACT PERSON

Contact Person _____

Address _____

City _____ State _____ Zip _____

Email Address _____

Day Phone _____ Evening Phone _____

Identify the type of both you propose to provide.
____ GAME ____ FUNDRAISER ____ COMMUNITY SERVICE, PUBLIC INFORMATION OTHER: Specify _____

Describe the products you intend to sell (include price range) and/or the public service you are promoting. _____

If you are providing a public information booth, describe how the booth will be interactive in keeping with the community arts and entertainment theme. _____

If you are providing an activity or special ride, please describe type and cost (if any): _____

Will you be setting up a booth, tent, trailer or stepvan?
____ No ____ Yes
if yes, please specify the type and size of the booth: _____

Will you need electricity? ____ No ____ Yes
(limited to 110 watts or 20 amp service only and to two sockets)
If yes, list all appliances used, watts and amp service required: _____

for office use only:
DATE: _____ PAID \$ _____ Table _____ Electric _____.
CK # _____ 10x10 _____ BOOTH AREA _____
10x20 _____ BOOTH NUMBER _____

Please inform us of any special needs you have during the festival set-up or operation: _____

Please specify the date(s) you will be participating:
 ____ Friday, August 20th ____ Saturday, August 21st.

Identify the individual coordinating your booth and available on site during the event:

Name _____ Day Phone _____
 Evening Phone _____

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 • **FESTIVAL DATES** •
 • Friday August 20, 2010 •
 • Saturday August 21, 2010 •
 • *Sat. Event Raindate: Sunday August 22, 2010* •
 •
 • **DEADLINE DATES** •
 • *Early Submission Deadline: Feb. 25, 2010* •
 • **Application Deadline: June 1, 2010** •
 • Confirmation: July 15, 2010 •
 • • • • •

Make checks payable to: **Caroline County Commissioners**
 Mail to: **Caroline Summerfest, 13 N. Third Street, Denton, MD 21629**

I certify that I have read the Booth Information enclosed and that the information contained in this vendor application is true. I understand I will be personally responsible to ensure the organization contributes to the festival as detailed in this application and in conformance with the festival vendor guidelines.

 Signature

 Date

Print Name _____

FESTIVAL FEES

You are limited to one 10'x 10' space or one 10'x 20' space only for each application. All vehicle raffles will be limited to one vehicle per booth space (if additional space is required for a table, you will need a 10'x 20' space.)

QUANTITY	COST	SERVICE PROVIDED	TOTAL COST
1	\$35.00	General Vendor (10'x10')	_____
1	\$75.00	General Vendor (10'x 20')	_____
1	\$25.00	Crouse Park	_____
_____	\$25.00	Electric Service: access to one box, two 3-pronged receptacles 20 amp service.	_____
_____	\$20.00	Table: 8' banquet type tables	_____
_____	\$20.00	Late fee after June 1st additional surcharge.	_____
TOTAL FEE INCLUDED WITH THIS APPLICATION:			\$_____

RESPONSE REQUIRED BY JUNE 1, 2010

Phone 410-479-2050 or Fax 410-479-3534