

## SUMMERFEST 2023

August 18 & 19, 2023

### Overview

*This is just a brief overview to help guide you through the festival set-up, operations and clean up.*

**Access Festival Grounds** - Area A (Market Street) Food Vendors and Area F (Courthouse Lawn) Vendors are encouraged to set up their booths on **Thursday evening from 5-7p.m. (NO EARLY BIRDS)**. Area D Food Vendors (2<sup>nd</sup> Street) call 410-479-2050 to see if you can set up on Thursday evening. Vendors not setting up on Thursday evening should begin to set up the booth at 12p.m. on Friday. *See the attached map for access to the festival grounds.* No vehicles can enter the festival grounds after 3:00p.m. Plan to unload and remove your vehicle from the festival grounds. **THERE IS A 15 MINUTE UNLOADING TIME FOR ALL VENDORS, NO EXCEPTIONS.** Unload, park your car, and come back to set up. Setup should be completed by 4:30p.m. The festival event begins at 5:00p.m. on Friday. **On Saturday**, you may begin setting up at 3p.m. No vehicles may enter the festival grounds after 4:00p.m. All setup must be completed by 4:30p.m. Saturday the festival event begins at 5:00 p.m. *(please note new Saturday event time).*

	Thursday (Food Vendors only) Area A & D	Friday	Saturday
SETUP TIME	5p.m.-7p.m.	12p.m.-4:30p.m.	3p.m.- 4:30p.m.
LAST VEHICLE IN	-	3p.m.	4p.m.
EVENT HOURS	-	5p.m.-9p.m.	5p.m.- 9p.m. (Please note new start time)

**\* THERE IS A 15 MINUTE UNLOADING TIME FOR ALL VENDOR VEHICLES,  
NO EXCEPTIONS.**

**Plan to Stay** - Please plan to have your booth manned from 5:00p.m. - 10:00p.m. Friday. & 5:00p.m. until 9:30p.m. Saturday. *(Fireworks start Sat. at 9p.m.)*

**Use of Tents** – **If you have a tent rental company that delivers and set up a tent for your organization, and your booth is located on the street, THEY CAN ONLY DELIVER THE TENT AFTER 12P.M. ON FRIDAY.** No early deliveries on Thursday allowed no exceptions. **The tent company WILL be turned away if they try to set up, so please make sure to tell the rental company about this. Thank you.**

**Tent Weights** - If you are using any type of tent or covering during the event, you **MUST** secure the tent with weights (ex: Sandbags, concrete blocks, etc.) **These items must be provided by YOU. We do not provide sandbags to vendors.**

**Electric Access** - Remember if you have paid for electric access, you will need to bring a 100ft exterior extension cord to connect into the electric service we have available onsite. No electrical cords are available for individual vendor use. If an electric source is more than 100ft from the individual booth, Summerfest staff will provide additional connection. Once your booth is connected by Summerfest Staff, no changes can be made by the vendor *(please ask your area chief for assistance if needed)*. After the event starts if you have a problem, go to the information booth, electric support staff will be called to provide assistance.

**Vendor Trash** - Help us keep the Summerfest grounds clean. Please bring a trash can and trash bags for your booth. Dumpsters will be located on Second Street (next to M&T Bank) and behind the courthouse for your use. Please empty all garbage/trash from your booth at the end of the event on Friday in the dumpster. Saturday, at the end of the event, **all booth trash needs to be placed in the dumpster or taken away with you**, including discarded booth decorations. **Do not use the festival trash cans on the street; they are set out for visitors attending the event only.**

**Food Vendors** - The Caroline County Health Department will be onsite (aprox. 1:30p.m.) and will issue the Food Permits after they have inspected the individual food booths. **No vendor can begin selling any food without first being issued a permit from the Health Department.** Remember to bring a fire extinguisher for your food booth space and ground cover for grease as well.

**Remember the following rules:**

- Vendors are NOT permitted to consume, sell, or distribute alcoholic beverages during the event.
- No dangerous prizes may be given out, i.e. snappers, firecrackers, sparklers etc.
- **No Bicycles, Skateboards, or Pets allowed in the festival grounds. NO EXCEPTIONS!**
- Only appliances on Summerfest applications may be used during the event. If you bring an item and it was not on your original application, you may be asked to discontinue use. **(No full-size refrigerators or freezers allowed).**
- Only activities and food listed on your application may take place at your booth. You may not alter or add additional items the day of the event.
- Food vendors must cover their work area with something to protect sidewalks and roadway from grease. Grease pads are available for sale at the information booth for \$10 for a bundle of 10.  
**Gray Water:** Per the County Health Department, no dumping of any gray water (including soapy water from washing stations) into the streets, gutters, or flower beds around the event. Please take this water with you for disposal in a toilet or your yard.
- **Handicap Parking** (free) is available at the HAPS parking lot off Seventh St. or the Gay and 3rd Street parking lot. A free shuttle bus located at the HAPS lot is available and handicap accessible to take you closer to the festival grounds.
- Free Satellite Parking is available at the Health and Public Safety Building (HAPS) off Seventh and Sunnyside. This is available both Friday and Saturday. A **FREE shuttle bus** will bring you back to the festival site.
- **Pets are NOT allowed in the festival area.** We repeat, **NO PETS ALLOWED.**
- Please have a flashlight and fire extinguisher at your food booth.

*Share this information with all volunteers working and/or setting up your booth.*

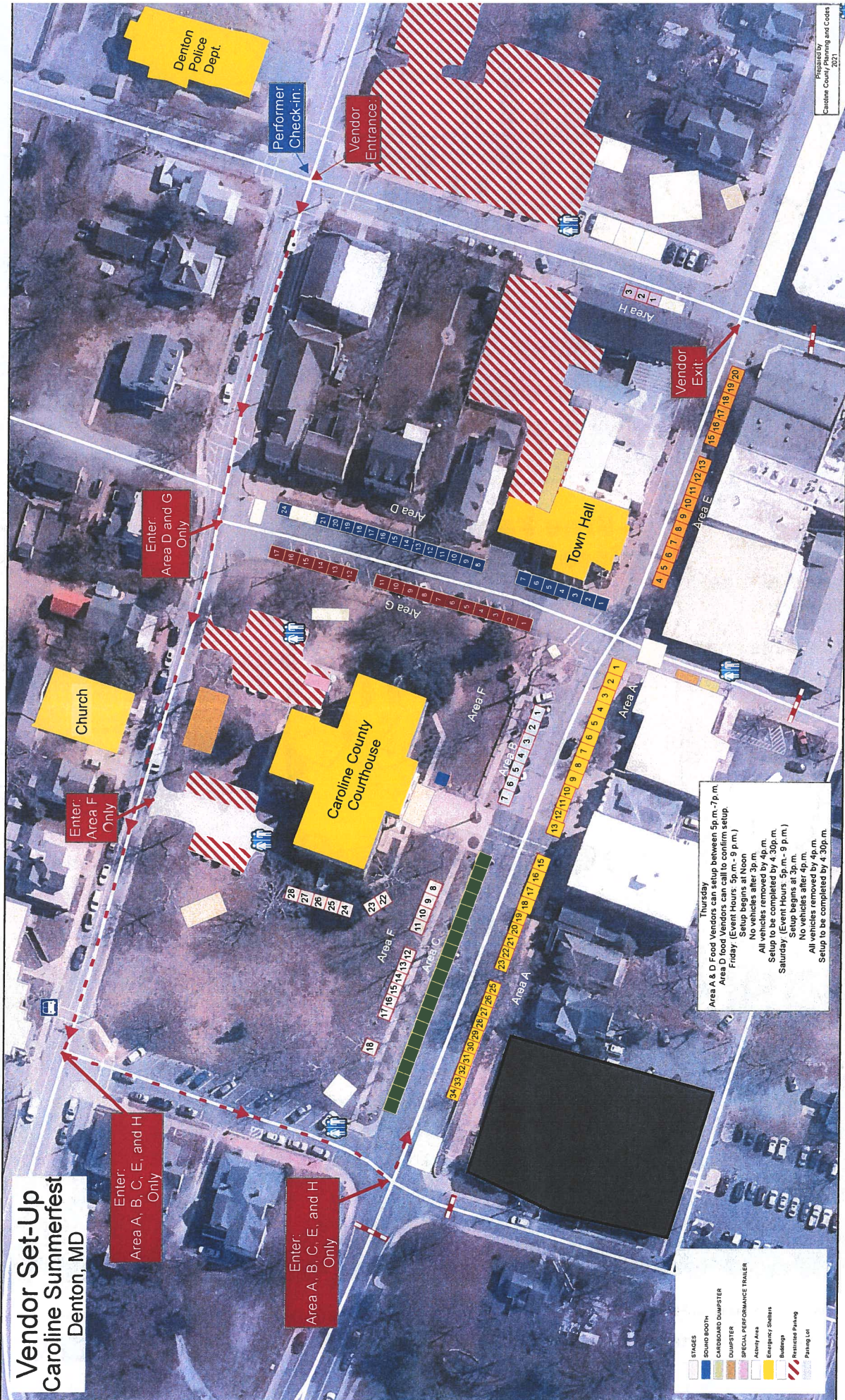
If you have any questions or need to discuss the above further, please contact Lisa at 410-479-2050.

**- Thank you, from the Caroline Summerfest Committee.**

Official event website: [www.carolinesummerfest.com](http://www.carolinesummerfest.com)

Like us on Facebook at: [www.facebook.com/carolinesummerfest](https://www.facebook.com/carolinesummerfest)

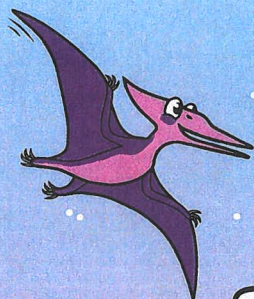
# Vendor Set-Up Caroline Summerfest Denton, MD





# Caroline Summerfest 2023

**Friday & Saturday  
August 18 & 19  
5-9 pm**



**Live Music**

**Food & Craft  
Vendors**

**Rec-Creations**

**Friday  
Car Show**

**Free Family Festival in  
Historic Denton, Maryland**

**Back to**

**Bedrock**

**Saturday  
Fireworks**

**Bounce Rides**

**Strolling  
Entertainers**



Benefiting the non-profit organizations of Caroline County.  
**410-479-8120 | CarolineSummerfest.com**

Funded in part by the Maryland Tourism Development Board, Maryland State Arts Council & the Caroline County Council of Arts. Production support by the Town of Denton and Caroline County Recreation & Parks.

THANKS TO OUR PARTNERS



G. Daniel Crouse  
Memorial Park

MARKET ST

Caroline County  
Jail

N FIRST ST

S FIRST ST  
Library

BANK ALY

Courthouse

Town  
Hall

N SECOND ST

S SECOND ST

RANDOLPH ST

RAVERTON AVE

ELLERSLIE CT

FOUNTAIN AVE

S THIRD ST

District  
Court

RANDOLPH ST

S FOURTH ST

N FOURTH ST

N THIRD ST

Police  
Dept

OWN ST

ACADEMY AVE

S FOURTH ST

FOUNTAIN AVE

Fourth  
Street  
Park

RANDOLPH ST

S FIFTH AVE

U.S. Post Office

FRANKLIN ST

N FIFTH ST

LINCOLN ST

CHURCH ST

INTERVIEW GDNS

N SIXTH ST

N SIXTH ST

STOCKEY ALY

N SEVENTH ST

S EIGHTH ST

N EIGHTH ST

S NINTH ST

S SEVENTH ST

FOUNTAIN AVE

SUNNYSIDE AVE

CAROLINE APARTMENTS

Bus Route  
Bus Stop

# Caroline Summerfest



Bus Route



CHOPTANK RIVER

GATEWAY LN  
CARTER AVE

Fire Dept

HAPS  
Building

Shelby  
Parking

