



Caroline Summerfest
August 16 & 17, 2024

For over 35 years, Caroline Summerfest has been an outdoor celebration of arts and entertainment on the grounds and surrounding streets of the Caroline County Courthouse.

This 2-day event will take place August 16 & 17, 5:00 p.m. - 9:00 p.m. on both days.

Visit www.CarolineSummerfest.com for this year's theme. We invite our vendors to decorate their booths to go with the theme. "A Storybook Summerfest."

We expect the event to attract approximately 8,000 participants.

The booth space is open to NON-PROFIT, civic, government, church, or community organization serving all or part of the Caroline County community, please consider participating in this event.

Your **NON-PROFIT** organization should consider this year's Summerfest as an important fundraising and public relations opportunity. Public patronage of food concessions, activities, game booths, and public information displays at the last event were excellent!

The specifics on booth space - size, cost, location, setup time, etc. - are detailed for you on the attached application.

There are separate vendor applications to consider - **Non-profit General Vendors, Non-profit Food Vendors, and Private Business Corporate Sponsors**. Visit www.carolinesummerfest.com or (Call 410-479-8120 for Corporate Sponsor forms and info.), and **Artisan Vendors** (please call 410-479-8120 for an application).

If you are new to Summerfest, please feel free to contact us if you have any questions about what will work best for your non-profit organization. We are on Facebook, like us at www.facebook.com/CarolineSummerfest.

Please note that there are some important deadlines:

- < **RETURNING VENDORS:** If you are a returning vendor from 2023, please complete this application form and submit by **May 10** (to be place in the same location as last year.)
- < **All applications due June 1.**
- < Applications received after June 1 must pay an additional \$29 late fee charge.
- < No applications will be accepted after July 15 (unless space is still available)

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

Summerfest Steering Committee
410-479-2050

www.carolinesummerfest.com or www.dentonmaryland.com/events



**Caroline
Summerfest**
August 16-17, 2024

2024 General Vendor Application

Please Note: RESTRICTED TO NON-PROFIT, CHURCH, OR NON-PROFIT COMMUNITY ORGANIZATIONS SERVICE ALL OR PART OF CAROLINE COUNTY

NON-PROFIT/CIVIC ORGANIZATION INFORMATION

Non-Profit Organization Name _____

(address where all communications will be mailed)

Address _____

City _____ State _____ Zip _____

MD Sales Tax # _____ **(required)**

CONTACT PERSON

Name _____

Phone (Day) _____

Phone (Eve) _____

Phone (Cell) _____

Email _____

Identify the type of booth you propose to provide.

- _____ GAME
- _____ FUNDRAISER
- _____ COMMUNITY SERVICE
- _____ PUBLIC INFORMATION
- _____ OTHER: _____ *(specify)*

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):

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

Will you be setting up at tent?

(must fit within the parameters of the booth space rented.)

Tent _____ **Size** _____

Please specify the day(s) you will be participating:

_____ Friday. _____ Saturday.

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

Name _____

Cell Phone _____

Name _____

Cell Phone _____

(For official use only):
 DATE: _____
 PAID: \$ _____
 CK# _____
 10x10 _____
 10X20 _____
 BOOTH AREA _____
 BOOTH NUMBER _____

FESTIVAL DATES

Friday August 16, 2024
Saturday August 17, 2024
5p.m.-9p.m. (both days)

*Sat. Event Rain Date:
Sunday August 18, 2024*

DEADLINES

May 10—2023 Returning Vendors
June 1—All Others

CONFIRMATIONS

Aprox. August 7

GENERAL VENDOR—BOOTH FEES

Max space for any organization is 10x20. All vehicle raffles will be limited to 1 vehicle per booth space (if additional space is required for a table, you will need a 10x20 space).

| BOOTH SIZE | COST | SERVICE PROVIDED | TOTAL |
|------------|----------|---|----------|
| 10x10 | \$60 | 10x10 booth | \$ _____ |
| 10x20 | \$100 | 10x20 booth | \$ _____ |
| _____ | \$25 | Electric Service Access to one box, two 3-pronged receptacles 20 amp service. | \$ _____ |
| _____ | \$22 ea. | Table: (6ft banquet) | \$ _____ |
| _____ | \$29 | Late Fee: after June 1 | \$ _____ |
| | | TOTAL | \$ _____ |

*Make checks payable to: Caroline County Commissioners
Mail to: Caroline Summerfest, 4 N. 2nd Street, Denton, MD 21629*

I certify that I have read the Booth Information rules enclosed, will inform everyone working the booth of all rules and regulations, 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 _____



APPLICATION DEADLINE JUNE 1, 2024

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

2024
CAROLINE SUMMERFEST
VENDOR RULES & INFORMATION

(please share this and all information with everyone working at your booth)

FESTIVAL DATES AND TIMES

This year's Summerfest is set for **Friday August 16, 5p.m.-9p.m. and Saturday, August 17, 5p.m.-9p.m.** It is a large outdoor event located on the grounds and surrounding streets of the Caroline County Courthouse in Denton, Maryland. In the event of severe inclement weather, Saturday events will be rescheduled for: Sunday, August 18. 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 fundraising efforts through this event enhances their organization's community service efforts. **Summerfest booth space is not extended to for-profit businesses.** This does not apply to the juried craft exhibition in which individual artists are invited to exhibit, demonstrate and sell their handcrafted works. (*artisan applications available at 410-479-8120*).

If you need to make a change to items sold at your booth space after you turn in your application, please contact the Summerfest Committee immediately at 410-479-2050. Items cannot be changed on site during the event without previous approval from the Summerfest Committee.

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

SPACE

Space locations are assigned at the discretion of the Summerfest Steering Committee. Specific location assignments will not be made until after July 15th. 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 are responsible for informing their volunteers of their space location and parking restrictions prior to the festival.**

No advertisements and/or political signs, banners, bumper stickers, etc., may be placed outside of the booth space on festival grounds.

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 fee or you may bring your own. Please bring your own chairs and pop-up tents (*tents must fit within the space rented and held down with sandbags or weights*).

REFUND OR CANCELLATIONS

If a vendor withdraws from the festival prior to July 15, the vendor will receive a refund less a \$25 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, 4 N. 2nd Street, Denton, Maryland 21629. or emailed to Lorendorf@dentonmaryland.com.

CAROLINE COUNTY HEALTH DEPARTMENT PERMIT

All food vendors must submit an application for a permit to operate a Special Class II Food Service Facility along with your application for Summerfest. **The permit will be forwarded to the Caroline County Health Department by our office.** The Health Department requires each food vendor to have a WRITTEN permit to cook and sell food. The actual permit will be issued the day of the event after an inspection is completed by a County Health Inspector. Each vendor must have all of their equipment set up before the County Health Inspector is due to inspect the booths at **approximately 1p.m.** The County Health Inspector will notify each food vendor if they are required to modify their food preparation area in any way. If you have any questions regarding the permit process or equipment set up contact the Health Department at 410-479-8045. **Please Note: Health Dept. forms must be submitted to 4 N. 2nd Street address along with your vendor application.** Additionally, all food vendors who will be using any type of grease/oil for food preparation must have an appropriate ground cover to keep the grease off the sidewalks and streets.

BOOTH SPACE SET UP TIME

Thursday set-up: Area A (Market Street) and D (Second Street) Food booths may set up Thursday night, weather permitting, between the hours of 5p.m.-7p.m.(please call 410-479-2050 to verify this). All other booths may set up on Friday (see below).

Friday set-up: Booth set up will begin at 12p.m. on Friday. All vehicles involved with set up must enter the festival grounds before 3p.m.

THERE IS A 15 MINUTE UNLOADING TIME FOR ALL VENDORS, NO EXCEPTIONS. VEHICLES MUST BE REMOVED PROMPTLY AND CANNOT STAY ON THE FESTIVAL GROUNDS. All setup should be completed by 4:30 p.m. Plan to stay and staff your booth until 9:00p.m. The streets in the immediate vicinity of the festival will be closed off to all vehicles at 4:00p.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.

PARKING

(There is no reserved parking available for vendors) Parking around the event is very limited. After you unload your booth items, we highly recommend all vendors park at the free parking space at the HAPS building (403 S. 7th St.) and ride the free bus to the event.

OVER NIGHT SECURITY: Booths may be left set up overnight. The lights surrounding the festival grounds will be left on. Around the clock professional security services will be provided. *Do not leave valuables at your booth space.*

Absolutely no vehicles will be allowed on the festival boundaries beginning Friday at 4:00 p.m. through Saturday 9:00 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 9:00p.m. on Saturday and should be completely dismantled and removed from the site by 11:00 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.**

Updated 3/11/24

BOOTH THEME Each vendor/booth is encouraged to use their talents to decorate their booth area to go along with the event theme. **“A Storybook Summerfest”.**

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 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 a nuisance by festival officials will be prohibited. If you have any questions regarding this potential restriction, ask the information booth!! PLEASE NOTE, NO MARSHMALLOW GUNS ARE ALLOWED TO BE SOLD.

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. PLEASE NOTE: This event is a **NON-ALCOHOLIC event, please DO NOT SELL, DISTRIBUTE, or CONSUME alcohol on the event premises at any time.** Failure to comply with this rule will result in immediate removal and your organization will not be allowed to return in the future. Thank you for your consideration.

THIS IS A PET-FREE event. Please leave your cats, dogs and other creatures at home. NO EXCEPTIONS!

EMERGENCY PREPAREDNESS Each FOOD Vendor must keep a flashlight and a 5 pound fire extinguisher at their booth site. Tents must be properly secured by sand bags or cinder blocks. *(These items must be provided by you, the vendor, not by the Summerfest Event).*

For more information or further assistance, contact the Caroline Summerfest Committee at 4 N. 2nd Street, Denton, Maryland 21629, 410-479-2050. www.carolinesummerfest.com or www.dentonmaryland.com/events. Like Caroline Summerfest on Facebook too!