

# Caroline Summerfest 2024 Vendor Information Packet



My Area Chief is: \_\_\_\_\_

\*Please review the information inside before the event begins.

\*Questions? Ask your Area Chief or  
Information Booth located at Market St. and 2nd Street.

# Caroline Summerfest Vendor Information Sheet

**PLEASE POST IN YOUR BOOTH FOR THE  
DURATION OF THE EVENT**

Friday, August 16, 2024  
Event Hours 5:00 p.m. - 9:00 p.m.

Saturday, August 17, 2024  
Event Hours: 5:00 p.m. - 9:00 p.m.

	Thursday (Food Vendors only)	Friday	Saturday
SETUP TIME	5p.m.-7p.m.	12p.m.-4:30p.m.	3p.m.-4:30p.m.
LAST VEHICLE ENTRY	-	3p.m.	4p.m.
* NO VEHICLES ON FESTIVAL GROUNDS AFTER	-	4p.m.	4:30p.m.
EVENT HOURS	-	5p.m.-9p.m.	5p.m.-9:00p.m.

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

## Friday Setup:

- Question? Visit the **Information Booth**, (corner of Market and 2<sup>nd</sup> St.), if you have any questions or problems during the event.
- **Handicap Parking** Available at Health and Public Service (HAPS) building satellite parking.
- **Free Shuttle** from HAPS satellite parking to event location.
- **NO ALCOHOL ALLOWED ON PREMISES**, no exceptions.
- **NO ANIMALS ALLOWED ON THE FESTIVAL GROUNDS**, no exceptions.

## Friday Night:

- Staff your booth until 9p.m.
- Place booth trash in dumpster on Second Street (next to Pub) or behind courthouse. not in trash cans on the street.
- Do not leave money in your booth overnight.

## Saturday Setup:

- Access to the festival grounds (*with your vehicle*) to replenish items will be from 3p.m. - 4:00p.m.

## Saturday Night Breakdown:

- Breakdown booth **after Fireworks**, (aprox. 9:30p.m.)
- Vendor vehicles may access event grounds at **3<sup>rd</sup> and Gay St.** after the fireworks, when the Fire Marshall gives the OK.
- Trash: Place all trash and decorations from your booth in the dumpster on 2<sup>nd</sup> St. by M&T Bank or behind courthouse. **DO NOT USE THE TRASH CANS ON THE STREETS.** Thank you.

**CAROLINE SUMMERFEST 2024**  
**Exhibitor/Vendor Evaluation**

1. Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

2. Booth Description: \_\_\_\_\_

\_\_\_\_\_

3. If you used this event as a fund-raising opportunity, please provide estimated information on sales. We use this information to determine potential economic impact.

Gross: \_\_\_\_\_ Net: \_\_\_\_\_

4. What three (3) things did you **like** about Caroline Summerfest: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. What are three things you did **not like** about the festival (things that did not work):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. What **changes or new ideas** would you like to see at next year's event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. **What themes would you like to see at this event in the future?** \_\_\_\_\_

\_\_\_\_\_

THANK YOU FOR YOUR COOPERATION AND SUPPORT OF SUMMERFEST!!

*Please return this form by September 19, 2024, to Caroline Summerfest, 4 N. 2nd Street, Denton, MD 21629. Via fax 410-479-3534, or via email [lorendorf@dentonmaryland.com](mailto:lorendorf@dentonmaryland.com).*

*All evaluations received will be included in a drawing. The winner will receive one free booth space for next year's event. Please include additional comments on back!*

**CAROLINE SUMMERFEST**  
**FOOD VENDOR**  
**SPECIAL SET UP AND OPERATION REGULATIONS**

Caroline Summerfest is set up along the streets and sidewalks around the Caroline County Courthouse. In an effort to support both the food vendors, which provide a critical component to Caroline Summerfest - FOOD, and to be sensitive to property owner's sidewalks and public streets, the Caroline Summerfest Committee has imposed the following regulations:

- All food vendors who generate **grease** MUST provide adequate coverage over the ground underneath their food preparation area to keep all grease off of the sidewalks and street. *See the Information Booth at 2<sup>nd</sup> and Market Street to purchase grease pads.*
- All grease and containers must be removed from the festival site when the event is over by the individual food vendors.
- Per the Health Department: No **gray water** (including water from hand washing stations) may be disposed of in the gutters, sidewalks, or planter of the festival grounds. It should be flushed down a toilet or taken back to your home. Please check with the Health Department for up to date guidelines.
- Each food vendor must bring their own **trash cans** and **trash bags** to dispose of the trash generated by the vendor itself. **Dumpsters** will be positioned near the event for convenient trash disposal. Trash cans on the street are provided by the Summerfest Committee are for the convenience of those attending the event. **Plan on disposing of your trash in the dumpster on 2<sup>nd</sup> Street at the end of Friday's event and once the event is over.** This will keep your area clean.
- No vendor will be allowed to sell food which was not on their application and approved by the Summerfest Committee. **Please note: The Health Dept. will be onsite approximately at 1p.m. Friday for inspections.**
- If the overhead lights are insufficient to light up your booth, you should plan on bringing lighting and **paying for electricity at the Information Booth** at 2<sup>nd</sup> and Market. The Summerfest Committee will no longer trouble shoot lighting needs for individual booths at dusk.

**Emergency Preparedness** - Each Food Booth is required to have a fire extinguisher and flashlight. The area chief will verify you have this on site once you are set up.

## Summerfest Vendor Checklist

(Some of this information is only relevant for food vendors.)

- Trash can(s)
- Trash bags
- Grease pads (*food booth only*)
- Approved Health Department Permit (*food booth only*)
- Only selling food listed on application.
- Only appliances on Summerfest application may be used during the event.
- Table skirting for the booth.
- Booth lighting for after dusk
- Booth does not extend past designated space.
- Flashlight
- Fire Extinguisher
- Outdoor extension cords for electrical services
- **Vendors are NOT permitted to consume, sell, or drink alcoholic beverages during the event. No exceptions.**
- Dangerous prizes may NOT be given out, ie. Snappers, firecrackers
- Someone must staff the booth at all times. Fri 5p.m.-9 p.m. & Sat 5p.m.-9p.m.
- **After the fireworks (aprox. 9:30p.m.), enter festival site at First and Market Street**
- Handicap Parking is available at Gay and 3<sup>rd</sup> Street & H.A.P.S. building.
- FREE Satellite parking is available at H.A.P.S building.

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# Vendor Set-Up

## Caroline Summerfest

### Denton, MD

Enter:  
Area A, B, C, E, and H  
Only

Enter:  
Area F  
Only



Enter:  
Area D and G  
Only

Enter:  
Area A, B, C, E, and H  
Only

Performer  
Check-in:

Vendor  
Entrance:

Vendor  
Exit:

-  STAGES
-  SOUND BOOTH
-  CARDBOARD DUMPSTER
-  DUMPSTER
-  SPECIAL PERFORMANCE TRAILER
-  Activity Area
-  Emergency Shelters
-  Buildings
-  Restricted Parking
-  Parking Lot

Thursday:  
Area A & D Food Vendors can setup between 5p.m.-7p.m.  
Area D food Vendors can call to confirm setup.  
Friday: (Event Hours: 5p.m. - 9 p.m.)  
Setup begins at Noon  
No vehicles after 3p.m.  
All vehicles removed by 4p.m.  
Setup to be completed by 4:30p.m.  
Saturday: (Event Hours: 5p.m.- 9 p.m.)  
Setup begins at 3p.m.  
No vehicles after 4p.m.  
All vehicles removed by 4p.m.  
Setup to be completed by 4:30p.m.

