

July 25, 2025

Dear Summerfest Vendor:

Thank you for your interest in Caroline Summerfest. With Summerfest a few weeks away, we would like to confirm your participation in the festival, (*check the Vendor List for the location of your booth*) notify you of the regulations and policies for Summerfest and share your booth location.

PLEASE REVIEW RULES AND REGULATIONS SENT WITH YOUR ORIGINAL APPLICATION.

(rules also available online at www.carolinesummerfest.com).

If you signed up for electric service, YOU MUST BRING a 100 ft exterior extension cord, as the electric will be provided to an area near your booth. In addition, remember unless you signed up for a table, YOU MUST BRING YOUR OWN TABLE/CHAIRS. No chairs will be provided. Please plan to cover your table with a tablecloth and table skirting. These items will not be provided for you. If your activity generates trash, please bring your own trash can and empty as needed in the dumpster provided at the event. Do not use the trash cans on the street provided for Summerfest attendees, they are for use by festival guests only. Thank you for your cooperation.

Food Vendor Set up (area A & D) on Thursday evening August 14, 2025 is from 5p.m.-7p.m. (NO EARLY BIRDS). If you cannot set up on Thursday, Friday setup starting at 12p.m. is OK. If you are scheduled to set up on Friday August 15, 2025, you may begin setting up your booth at 12:00p.m. (NO EARLY BIRDS) THERE IS A 15 MINUTE UNLOADING TIME, (Unload, park your car outside of festival grounds, come back and then set up) NO EXCEPTIONS. No vehicles are allowed to enter the festival grounds after 3p.m. Set up times on Saturday begin at 3p. m. (Please note, Saturday festival start time is 5p.m.) Refer to the attached sheet for additional set up times and festival hours. The rain date for Saturday's events is Sunday, Saturday hours will apply. No rain date for Friday's activities. In the event of rain, call toll free 1-888-Sun-Fest (3378) or check the Summerfest Facebook page.

Food Vendors: your application for a Special Class II Food Service Facility has been forwarded directly to the Health Department. The Health Department requires each food vendor to have a WRITTEN permit to cook and sell food. The permit will be issued the day of the event after an inspection is completed by the Health Department. In addition, each food vendor must have all of their equipment set up before the Health Department is due to inspect the booths at aprox. 1:30p.m. The Health Department will notify each food vendor if they are required to modify their food preparation area in any way. All food vendors who will be using any type of grease for food preparation must have an appropriate ground cover to keep grease off the sidewalks and streets. No food vendor will be able to begin cooking food

until their area is properly prepared. Summerfest has a limited supply of grease pads available for sale at the Information Booth.

If you have any booth questions please contact Lisa at 410-479-2050 or visit www.carolinesummerfest.com.

We look forward to seeing you at Caroline Summerfest. Please refer to the attached Vendor Information sheet for rules and regulations.

- Caroline Summerfest Committee