

SUMMERFEST 2025

August 15 & 16, 2025

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 (2nd 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 off site, 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.

	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.

*** 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. - 9:00p.m. Friday. & 5:00p.m. until 10:00p.m. Saturday. *(Fireworks start Sat. at 9p.m.)*

Use of Tents – **If you have a tent rental company that delivers and sets 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 (at 2nd and Market St.), 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

Like us on Facebook at: www.facebook.com/carolinesummerfest

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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

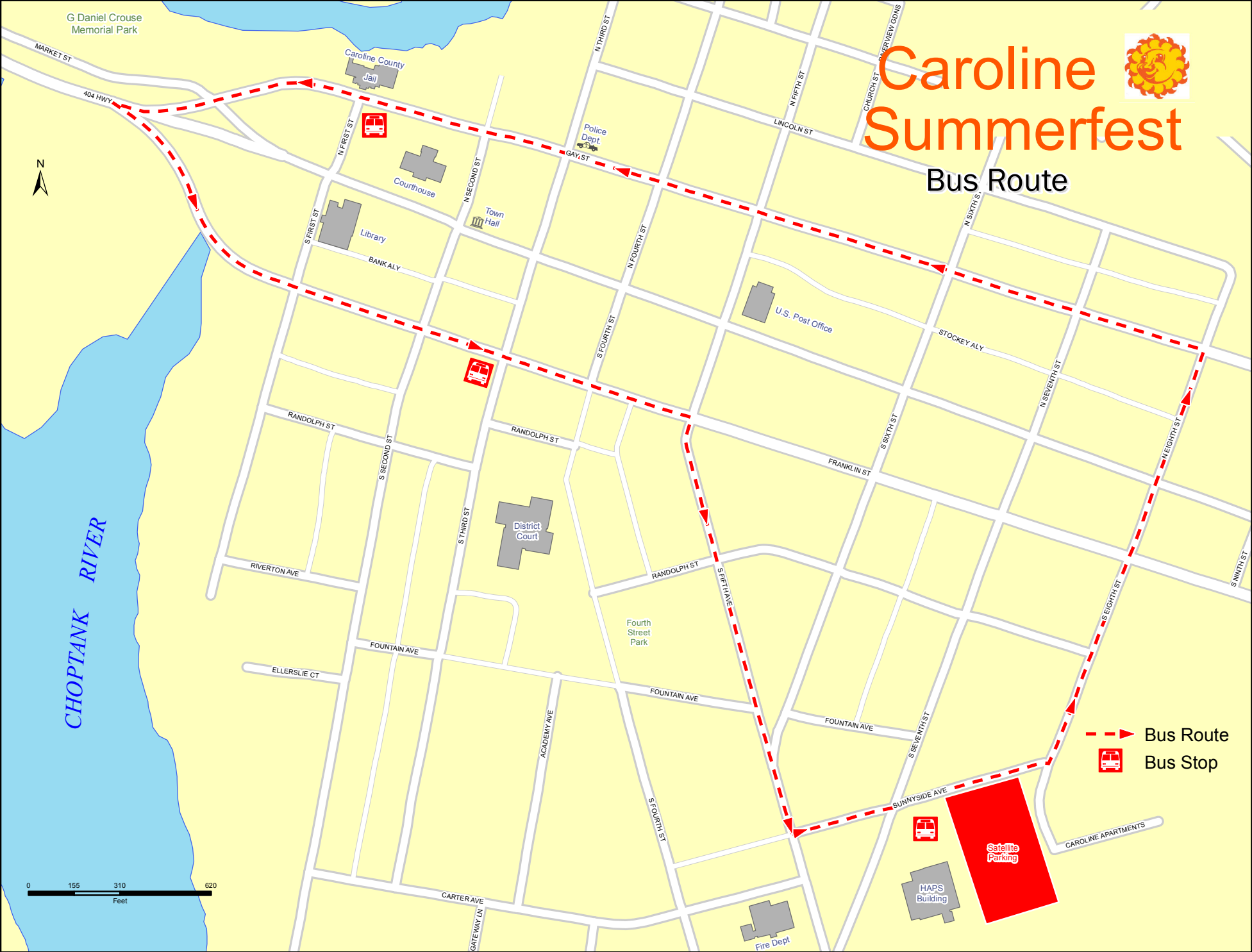
Performer
Check-in:

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.



Dear Food Vendors:

Please be ready at **1:30p.m. Friday** for the Health Department inspections. Remember your fire extinguisher and ground cover for grease. Thank you

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