



## Caroline Summerfest August 21-22, 2026

For over 37 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 21 & 22, 5:00 p.m. - 9:00 p.m. on both days.

Good news, we are bringing back the booth decorating contest! We invite vendors to decorate their booths to go with this year's theme, "Patriotic: Celebrating 250<sup>th</sup> of America."

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

**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. Please Note: Food trailers or food trucks are NOT allowed at this event. Thank you for your consideration.

There are separate vendor applications to consider - **Non-profit General Vendors, Non-profit Food Vendors, and Private Business Corporate Sponsors.** Visit [www.carolinesummerfest.com](http://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](https://www.facebook.com/CarolineSummerfest).

**Please note that there are some important deadlines:**

- < **RETURNING FOOD VENDORS:** If you are a returning vendor from 2025, please complete this application form and submit it by **May 10** (to be placed in the same location as last year).
- < **All applications are 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](http://www.carolinesummerfest.com) or [www.dentonmaryland.com/events](http://www.dentonmaryland.com/events)



**Caroline  
Summerfest**  
August 21-22, 2026

# 2026 Food Vendor Application

**The Caroline County Health Department Permit must be returned with this form**  
Please Note: RESTRICTED TO NON-PROFIT, CHURCH, OR NON-PROFIT COMMUNITY ORGANIZATIONS SERVICING ALL OR PART OF CAROLINE COUNTY.

Non-Profit Organization Name \_\_\_\_\_  
(address where all communications will be mailed)

Phone (Day) \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone (Eve) \_\_\_\_\_

Address \_\_\_\_\_

Phone (Cell) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Federal Tax ID \_\_\_\_\_ (required)

**Festival Fees:** (Max size per organization 10x20)

<u>Booth Size</u>		
<b>10x10</b>	<b>\$175</b>	_____
<b>10x20</b>	<b>\$300</b>	_____
\$25	Electric	_____
\$22	Table, 6ft	_____
\$29	<b>Late Fee (after 6/1)</b>	<b>\$ 29.00</b>
For-Profit check for Non-Profit Org. <b>\$375.00</b>		
<b>Total Paid</b>	<b>\$</b>	_____

**Power Needs**

All appliances UL approved and in good working order.

**110v Appliances**

Type (ie. Blender)                      Number

**PLEASE NOTE: NO FOOD TRAILERS  
OR FOOD TRUCKS PERMITTED  
AT THIS EVENT.**

_____	_____
_____	_____
_____	_____

**Menu**

List the items you will be selling at the festival:

**Menu Items**

_____
_____
_____
_____
_____

**Important Dates:**

Application Deadlines: 2025 Returning Vendors **May 10**  
All Others **June 1**

Confirmation Packets: August 7 (aprox.)  
Festival Date: August 21-22, 2026  
Rain Date: August 23, 2026

**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 enclosed, will forward this information to all booth workers, and that the information contained in this vendor application is true. I understand that I must have a Caroline County Health Department Permit to sell food and that I must comply with Maryland Sales tax law. 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.*



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

Signature \_\_\_\_\_

Date \_\_\_\_\_

(For official use only): Chairs \_\_\_\_\_ Table \_\_\_\_\_ Electric \_\_\_\_\_  
 DATE: \_\_\_\_\_ PAID: \$ \_\_\_\_\_ CK# \_\_\_\_\_ 10X10 \_\_\_\_\_ 10X20 \_\_\_\_\_ BOOTH AREA \_\_\_\_\_  
 BOOTH NUMBER \_\_\_\_\_

# Caroline Summerfest 2026

*A Free Family festival in Downtown Denton*

*And an event benefiting the non-profit organizations serving Caroline County*



If you are a **FOR-PROFIT FOOD VENDOR** – as in a local restaurant or independent business- and you would like to promote and sell your product to the public attending Caroline Summerfest, consider the following requirements for participation:

1. **Your business must be associated with and directly benefit a non-profit organization that serves Caroline County.**
  - a. Your booth application fees associated with the Food Vendor application must also include a **check for no less than \$375 payable to the non-profit partner** you have selected.
    - i. The check will be held at the Denton Town Office. Their staff serve as the Festival vendor coordinator for the event.
    - ii. If the non-profit contribution does not accompany the application, it can be submitted no later than **July 15**. If the contribution is not received, festival producers will void your application.
    - iii. The non-profit check will be held in escrow, and be presented to the non-profit via mail or on or before September 1.
2. **Your booth shall include a minimum of two signs that are at least 24” x 24” in dimension that features the name and logo of the non-profit partner for the project.**
  - a. Larger sign size is acceptable as long as it does not impede pedestrian traffic.
  - b. Submit evidence of the promotional signs to be displayed at the assigned booth location at least 2 weeks prior to the festival dates. This shall be forwarded to the Town Office in Denton, Attn: Lisa.

Contact information: [Lorendorf@dentonmaryland.com](mailto:Lorendorf@dentonmaryland.com)  
Caroline Summerfest  
4 N Second Street, Denton, MD. 21629  
Fax 410-479-3534  
Phone 410-479-2050

3. **Your booth will require volunteers from the selected non-profit partner to also staff its operation.**

*For Staff Use*

Vendor Name: \_\_\_\_\_ Contact Information \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Associated Non-Profit Name and Contact information (phone, email and/or website address):  
\_\_\_\_\_

Date of staff contact: \_\_\_\_\_

Check #: \_\_\_\_\_ Date received: \_\_\_\_\_ Initials: \_\_\_\_\_

Site Signs Reviewed: \_\_\_\_\_

2026  
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 21, 5p.m.-9p.m. and Saturday, August 22, 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 22. 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](mailto: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 1:30p.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 Area 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 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 back 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 security services will be provided. *Do not leave valuables at your booth space.* The festival is not responsible for any damage due to weather or theft, 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 behind the courthouse or on 2nd St. by Market St. Pub.**

**BOOTH THEME** Back by popular demand is the booth decorating contest. Each vendor/booth is encouraged to use their talents to decorate their booth area to go along with the event theme. “ **Patriotic: Celebrating 250th of America**” for a prize.

**PRODUCT RESTRICTIONS** Any prizes, such as snappers, firecrackers, marshmallow shooters, 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 understanding.

**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](http://www.carolinesummerfest.com) or [www.dentonmaryland.com/events](http://www.dentonmaryland.com/events). “Like” or “Follow” Caroline Summerfest on Facebook too!



CAROLINE COUNTY  
HEALTH DEPARTMENT  
Caring for Caroline

# *Division of Environmental Health*

403 S. 7<sup>th</sup> Street, Rm 248, Denton, MD 21629

Health Officer Robin L Cahall, B.H.S. C.P.H

## TEMPORARY FOOD SERVICE PERMIT APPLICATION

**There have been changes to this application. Please read through the entire packet thoroughly before submitting.**

These instructions apply to any person/organization which establishes a Temporary Food Service Facility to sell or provide food to the public for a temporary period.

**THIS APPLICATION MUST BE SUBMITTED A MINIMUM OF 3 WEEKS PRIOR TO THE EVENT.**



# Division of Environmental Health

403 S 7<sup>th</sup> Street, Rm 248, Denton, MD 21629

Health Officer Robin L Cahall, B.H.S. C.P.H

## TEMPORARY FOOD SERVICE PERMIT APPLICATION

**THIS APPLICATION MUST BE SUBMITTED A MINIMUM OF 3 WEEKS PRIOR TO THE EVENT.**

These instructions apply to any person/organization which establishes a Temporary Food Service Facility to sell or provide food to the public for a temporary period.

### How to apply:

1. **Carefully read the entire application (6 pages).**
2. Complete the application. Return pages 2 - 4 to this department. Retain pages 5 – 8; these pages must be on site during the event.
3. Applicant *must* be available for an interview with a Food Program Sanitarian before final approval can be granted.

FACILITY/ORGANIZATION NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

ALTERNATE PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

TIME(S) OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

**The temporary food operation shall not operate without approval from this office.**

**I understand that failure to comply with COMAR 10.15.03 Regulations Governing Food Service Facilities will result in the automatic suspension of the operating license, and all food operations must cease IMMEDIATELY.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

-----HEALTH DEPARTMENT USE ONLY-----

Date Received: \_\_\_\_\_

Permit: ID \_\_\_\_\_

Date Issued \_\_\_\_\_

Set Up Time: \_\_\_\_\_

Mail  Email

Pick-Up  Fax

To be issued on site

Approved ( ) Disapproved ( )

Approving Authority Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please answer the following questions:**

1. Water source (check all that apply):  
 Commercially bottled    Public—Town of: \_\_\_\_\_    Other: \_\_\_\_\_
2. How will waste water and/or grease be disposed? \_\_\_\_\_
3. Select the type of hand washing station that will be provided:  
 A plumbed hand sink with hot & cold water, hand soap, and paper towels  
 An insulated container with warm water\* with a locking spigot, hand soap, paper towels, and a catch basin

\*Warm water is required in accordance with COMAR 10.15.03.25 B (4)(b)(i)

4. Select the type of set up that will be provided for utensil washing & sanitizing:  
 A plumbed 3 compartment sink with hot & cold water  
 A 3 basin set up
5. Select the type of sanitizer that will be provided to sanitize utensils and equipment:  
 Chlorine bleach  
 Quaternary ammonium

(The appropriate corresponding test strips must be provided to monitor sanitizer levels)

6. What will be used to provide over head protection? (if applicable) \_\_\_\_\_
7. How will foods be transported to the event? \_\_\_\_\_  
 (Ex: iced coolers, refrigerated truck, Cambro container, etc.)
8. Source of ice (if applicable): \_\_\_\_\_  
 (Must have sufficient supply)
9. Where will foods be stored prior to the event? \_\_\_\_\_
10. Will all foods be prepared on site?  yes    no

If no, where will foods be prepared? \_\_\_\_\_

*Foods must be prepared at a licensed facility, on site, or at another location approved by this Department (example: previously inspected Church or Fire Department kitchen)*

11. How will foods be protected from the ground? (if applicable) \_\_\_\_\_
12. Will there be any raw or undercooked foods served?  yes    no

If yes, a consumer advisory must be posted in accordance with COMAR 10.15.03.10 F (1-3). A copy of this regulation can be provided upon request.

13. What type(s) of equipment will be used to keep cold foods 41°F and below?  
 \_\_\_\_\_

14. What type(s) of equipment will be used to keep hot foods at a minimum of 135°F?  
 \_\_\_\_\_



## INSTRUCTIONS FOR SPECIAL FOOD EVENTS IN CAROLINE COUNTY

### MINIMUM HEALTH STANDARDS

Authority: COMAR 10.15.03

1. **PERSON-IN-CHARGE:** Designate a responsible adult to be in charge during each shift. It is this person's responsibility to monitor food temperatures, food preparation and storage, personal hygiene and food handling practices. All personnel must be trained on proper hand washing and food handling.
2. **FOOD:** All food, including ice and drinks, must be obtained from approved, licensed commercial sources. **Food shall not be prepared or stored in a private residence.** Serve easy to prepare foods. Foods involving more than one handling, preparation or cook step are more likely to cause food-borne illness.
3. **STORAGE:** Foods that are not stored in their original containers must be stored in containers constructed of food grade plastic or stainless steel. Food products, serving products and equipment must be kept off the ground.
4. **FOOD PROTECTION:** Overhead protection will be provided for all food, food containers and food prep areas. Open "pit" style grills should have covers or other appropriate protection. All food must be protected from insects, birds, weather, heat and direct sunlight. Raw food products must have separate containers and utensils and kept in separate areas from cooked and/or ready-to-eat foods. All foods must be transported and held at the correct internal temperature.
5. **EQUIPMENT:** Must be in good condition, easily cleanable and sanitized before use.
6. **PROBE THERMOMETER:** A probe thermometer must be provided to monitor internal temperatures of foods. Thermometers must be able to read from 0°F to 220°F. Thermometers must be cleaned and sanitized before and after checking foods. Probe thermometers must be calibrated (ice water bath = 32°F).
7. **FOOD COLD HOLDING:** All frozen foods must be kept frozen or 41°F or less if refrigerated.
8. **FOOD COOKING:** Final cook temperatures must be monitored. See attached chart for minimum temperatures.
9. **FOOD HOT HOLDING:** All hot food must be held at a minimum internal temperature of 135°F or above.
10. **FOOD SURFACES:** Equipment and utensils must be thoroughly cleaned and sanitized every 4 hours or more often as needed. Sanitizer of the appropriate strength should be used for cleaning surfaces. Cloths used for wiping surfaces should be used for no other purpose and kept in a sanitizer solution of 50 ppm chlorine when not in use. All food contact surfaces must be made with a non-absorbent material.
11. **PERSONNEL:** Must be healthy and wear clean, appropriate outer garments. Lower arm jewelry is prohibited with the exception of a smooth wedding band. Have hair tightly restrained above the collar, and not eat, drink, chew gum or tobacco while handling food. Exclude anyone with diarrhea, illness, coughing & sneezing, or inadequate hand washing or food handling practices. Smoking is prohibited in the food area. It is the responsibility of the person in charge to train and monitor personnel to prevent food-borne illness.
12. **FOOD HANDLING:** NO BARE HAND CONTACT with food. Use a separate utensil for each food item. Gloves are not required, but if used, they must be used in the appropriate manner. Hands must be washed first and the gloves put on by handling the wrist part only. Gloves must be changed between tasks and as often as needed.
13. **UTENSIL/EQUIPMENT CLEANLINESS:** A temporary 3 compartment sink set up must be available on site to wash, rinse, and sanitize utensils/equipment. All sanitized utensils/equipment must be air dried. The containers used must be sized to accommodate the largest piece of equipment. Chlorine sanitizer strength is 50 ppm. The manufacturer's directions must be followed for quaternary ammonium sanitizer. The appropriate test strips must be provided.
14. **HANDWASHING:** Hand washing facilities must be set up before food preparation occurs! A cleanable container (min. 4 gallons) with a locking spigot (push-button spigots are not acceptable), filled with warm potable water, and a catch bucket for wastewater can be used. Any hoses used must be constructed of food grade plastic; garden hoses are not approved. Single use paper towels and hand soap must be provided at the hand sink. Hand soap cannot be added to the water. Personnel must wash hands for a minimum of 20 seconds. Pans filled with soapy water are not acceptable for hand washing. Hands must be washed before prep, after rest room use, and after any other sources of contamination.
15. **EVENT LOCATION:** Toilet facilities must be provided, well supplied and easily accessible.
16. **WASTE:** Covered garbage containers must be provided at each food stand. All trash must be disposed of properly and regularly to prevent vermin infestation. Waste water from hand washing, utensil washing, and cleaning may NOT be disposed down storm drains or on the ground. Used grease may not be disposed on the ground.
17. **INSPECTION:** An inspection may be required; the facility must be ready for operation at the time of inspection. **The temporary facility shall not operate without approval from this office.**

## Cooking Temperature Chart

PRODUCT	Final Cook Temperature (°F)
<b>Beef</b> (intact muscle)	145° for 15 seconds
<b>Fish &amp; other Seafood</b>	145° for 15 seconds
<b>Comminuted (ground) meat</b> (ground beef, ground pork, raw sausage, fish cakes), <b>game animals commercially raised for food, or injected meats</b>	155° for 15 seconds
<b>Microwaved raw foods of animal origin</b>	165°; let stand for 2 minutes
<b>Poultry</b> (chicken, turkey, ground turkey)	165° for 15 seconds
<b>Roasts</b> (whole intact roasts)	145° for 4 minutes or see Roasting Chart
<b>Pork</b>	145°F for 15 seconds
<b>Stuffed meats, pasta, or poultry AND stuffing containing fish, meat, or poultry</b>	165° for 15 seconds
<b>Ready to eat food taken from a commercially processed, hermetically sealed container or package from a food processing plant that is inspected by a food regulatory authority, for hot holding</b>	135°F in 2 hours
<b>Fruits and vegetables for hot holding</b>	135°F for 15 seconds
<b>Shell eggs for immediate service</b>	145°F for 15 seconds
<b>Egg dishes</b> (casseroles)	155° for 15 seconds
<b>All other potentially hazardous foods not specified</b>	145° for 15 seconds

**REHEAT**: 165° F or more, within 2 hours

**HOT HOLD**: 135° F or more

**COLD HOLD**: 41° F or less



# Special Event Recycling Fact Sheet

Under Maryland Law, Special Event Organizers (SEO) are responsible for providing recycling at special events that meet the following three criteria:

1. Includes temporary or periodic use of a public street, publicly owned site or facility, or public park;
2. Serves food or drink; and
3. Is expected to have 200 or more persons in attendance. Projected attendance may be estimated based on past attendance, number registered to attend, the venue's seating capacity, or other similar methods.

## **SEO's are responsible for:**

1. Providing and placing recycling receptacles adjacent to each trash receptacle at the event;
2. Ensuring that recycling receptacles are clearly distinguished from trash receptacles by color or signage;
3. Providing any other labor and equipment necessary to carry out recycling at the event;
4. Ensuring that materials placed in recycling receptacles are collected and transported for recycling; and
5. Paying any costs associated with recycling at the special event.

## **SEO's may fulfill the requirements to ensure materials are collected and transported for recycling through one or more of the following methods:**

1. Transporting collected materials to one of Caroline County's recycling drop-off sites;
2. Contracting with a recycling hauler to collect the materials and transport them to a recycling processor; or
3. Receiving prior agreement from the site owner to use an existing recycling collection system available at the site.

## **Materials to be recycled:**

The special events recycling program must include collection of at least cardboard, plastic containers, metal containers, glass containers and paper. The SEO must assess the availability of food scraps recycling services for the event. If services are available, the SEO must provide for food scraps recycling, including provision of separate containers for organic and non-organic recyclables.

## **What steps should I take before the event:**

1. Obtain any required permits, licenses and/or reservations required for the event.
2. Think about the waste stream that will be generated at the event. Can the quantity of waste generated at the event be reduced? For example, water and condiments may be served from bulk containers rather than in packets or plastic bottles; printed handouts and other materials may be double-sided.
3. Determine which materials will be accepted for recycling and assess availability of food recycling.
4. Contract with a recycling hauler for recycling. Be sure to ask about accepted and prohibited materials and the pickup timing and locations.
5. Visit the event venue and determine the number and location of trash receptacles. Purchase or rent recycling
6. Recycling receptacles for placement adjacent to all trash receptacles. Free, printable images for signage are available here: [www.recycleminnesota.org/resources/free-signs-images/](http://www.recycleminnesota.org/resources/free-signs-images/)
7. Train staff that will be involved in the recycling program. Establish who is responsible for emptying recycling bins and when.

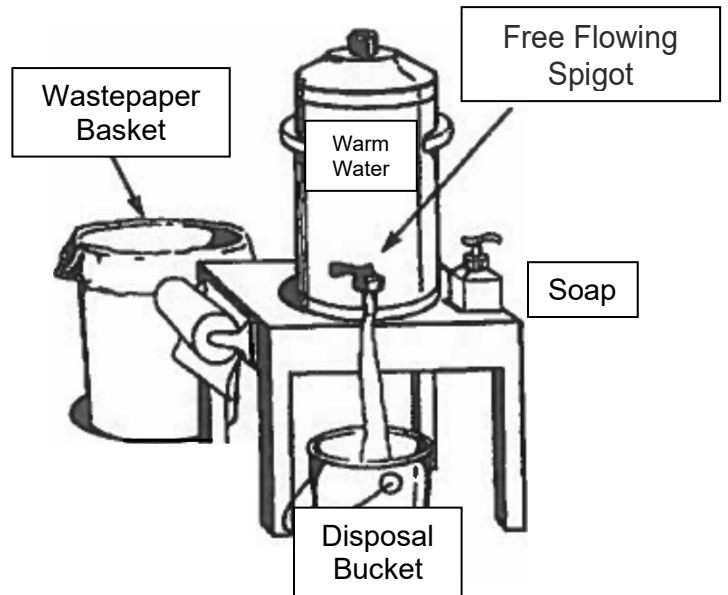
**The Caroline County Recycling Office can be reached at 410-479 4151**

**Event resource information can be found at <http://www.epa.gov/epawaste/conserves/tools/rogo/index.htm>**

## HANDWASHING

At least one convenient handwashing facility must be available for handwashing on site **at all times**. This facility must consist of, at least a container with warm potable running water (via spigot if sinks won't be utilized), a catch bucket for wastewater, soap, Individual single-use paper towels, and a trash container for disposal of paper towels. Employees must wash their hands at necessary times during food preparation and service:

- Prior to starting food handling activities
- After using the restroom
- After sneezing, coughing, blowing your nose, eating, drinking, smoking, or touching a part of the body.
- After touching an open sore, boll, or cut
- After handling money or other soiled Items
- After taking out the trash or following any activity during which hands may have become contaminated.



## DISHWASHING

Facilities must be provided to wash, rinse, and sanitize multi-use utensils, dishware and equipment used for food preparation at the site. Proper chemical sanitizer and the appropriate chemical test kit must be provided **and used** at each site. All dishes and utensils must be air-dried. Use of disposable pans is recommended.

## PROPER SET UP



### SANITIZER CONCENTRATIONS

Quintenary Ammonia  
200ppm\*

Chlorine  
50-100ppm\*

Iodine  
12.5-25 ppm\*

\* Or as otherwise Indicated by the Code of Federal Regulations (CFR) or by the manufacturer of the product.