

January 12, 2009

Dear Food Vendor,

I am happy to announce that the 3rd annual Autumn Arts Festival formerly Jonathan Hager Frontier Craft Days will be held on Saturday and Sunday, September 12th and 13th, 2009, from 10 A.M. to 5 P.M. each day. In addition to the Hager House this exciting event encompasses all the historic sites in City Park, The Museum of Fine Arts, The Mansion House and the Railroad Museum while continuing the tradition of Hagerstown's oldest and largest show!

This show, over the past three decades, has always been recognized as one of the best in the Tri-State area and generally draws in the neighborhood of 6,000 – 7,500 spectators over the events two days. Therefore, quality food vendors are needed. The Hager House location provides 120 volt electrical service and access to water. All we ask is a \$ 150.00 registration fee. We do not collect any commissions on sales.

There are only eight spaces available at the Hager House site so please submit your application as soon as possible. These spaces will be filled first, however depending on response, there may be additional spaces available at other locations around the park. Food vendors are set up in locations along festival goers travel corridors, however as is the nature of business, no number of customers and sales can be guaranteed. Applicants are requested to submit with their application a list of all food products they intend to sell as vendors will be chosen to offer a wide variety of items. However, we do not restrict pricing so competition is encouraged but please keep in mind the more economical your pricing the better your chances will be! If chosen, spaces are assigned at set up on a first come first serve basis.

Once you have secured a space, you cannot move or create your own space. The space measures roughly 20' x 20'. If you need more room, I suggest you purchase two spaces.

For more information, call (301) 739-8393. Email: [hagerhouse@hagerstownmd.org](mailto:hagerhouse@hagerstownmd.org). Thanks!

Cordially,

John Bryan: Historic Sites Facilitator

**AUTUMN ARTS FESTIVAL APPLICATION**

**(Food Vendors)**

**Place: Jonathan Hager House, 110 Key St., Hagerstown, Maryland**

**Date: Saturday & Sunday, September 12th and 13th, 2009, 10 am to 5 pm daily.**

**Deadline: When all spaces are filled**

**Fee: \$150.00 (non-refundable). Make check payable to "Hager House"**

**Utilities: 120-volt service and water access provided. Bring plenty of extension cords and all necessary equipment to facilitate a safety approved hook-up. We do not provide ice. An electrician will be on duty Friday afternoon until dark and Saturday morning to ensure you are properly hooked up and operating safely.**

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Food specialties:** \_\_\_\_\_

**Please reserve \_\_\_\_\_ space(s) at \$150.00 per space.**

**Tax Number (required or you will be reported)**

\_\_\_\_\_

**I do hereby agree to be responsible for the security of my property and do agree the City of Hagerstown, the Jonathan Hager House & Museum, and all employees thereof, will not be responsible, directly or indirectly, for any theft or damages. I do further release and agree to indemnify the above mentioned in respect to person or persons arising from, relating to, or connected with the conduct or operation of my unit at the Autumn Arts Festival.**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## FOOD VENDOR ADDITIONAL INFORMATION

All Applicants should submit the following:

- A completed Application form for each space requested
- A check for reservation for your space
- A complete list of food products you intend to sale at the Autumn Arts Festival
- A photo/drawing of your intended food vendor set up

Food vendors who are accepted for the 2009 event will be required to submit or obtain the following:

- Hold Harmless agreement
- Certificate of Insurance naming the City of Hagerstown, Maryland as additional insured. Requirements of coverage are \$1,000,000 (one million dollars) personal injury coverage.
- Temporary Health Department Food Vending Permit. Permit to be shown at **all times**.

Obtainable by applying directly to:

Washington County Health Department

Division of Environmental Health

1302 Pennsylvania Avenue

Hagerstown, MD 21042

Phone: 240-313-3400

- All vendors are responsible for collecting Maryland State Sales Tax. You must have a Maryland Sales & Use Tax License Number to participate.