

January 2011

Dear Food Vendor,

I am happy to announce that the 5th Annual Autumn Arts Festival will be held on Saturday and Sunday, September 17 and 18, 2010, 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, generally draws in the neighborhood of 5,000 – 6,500 spectators over the Event's 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 a limited number of spaces available at the Hager House site so please submit your application as soon as possible. These spaces will be filled first, however there may be additional spaces available at other locations around the park. Food vendors are placed in locations along festival travel corridors, however no number of customers or 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. Non-approved items will not be allowed to be sold. Please keep in mind the more economical your pricing the better your chances for sales 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, please purchase two spaces.

For more information, call (301) 739-8393. Email: 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 17 and 18, 2011 from 10 a.m. to 5 p.m.

Deadline: Saturday August 31, 2011 or until 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 connected and operating safely.

Name: _____

Phone: _____

Address: _____

Email address: _____

Food specialties: _____
(Please attach menu)

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

Tax Number Required: We must submit names of participants to the MD State Comptroller _____

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
- Hold Harmless agreement

Food vendors who are accepted for the 2011 event will be required to submit, obtain or abide by the following:

- 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 Ave.
Hagerstown, MD 21742
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.
- All vendors must abide by Washington County and Maryland Fire regulations.