



Celebrate Frederick is excited to announce a unique opportunity to showcase your culinary expertise and creativity at the inaugural Frederick Wine Festival on **Saturday, August 6th**, 11 AM - 5 PM.

Planned in partnership with the MD Wineries Association, the Festival is being positioned as a high-end, premier event. All of the wines being featured will carry the Maryland appellation designation, ensuring that the grapes used to make the wine were grown in Maryland. It is our goal to feature cuisine that both enhances the overall patron experience, and elevates the event to an even higher level.

WHERE

The Frederick Wine Festival is being held on the south side of the Carroll Creek Linear Park, from S. Market Street to East Street.

All of the food stands will be located in proximity to one another in the grassy area behind the Carroll Creek Amphitheater seating area.

HOW DOES IT WORK?

Every chef is required to create a two-fold menu.

First, create a small tasting plate that will be served to up to 500 VIP guests between the hours of 11 AM & 1 PM. You tell us what you're planning to serve, and we'll pair you with a local winery that will sample a complementary wine at your booth during the exclusive, VIP hours.

Second, create a selection of full size offerings that will be available for sale to general attendees from 1 - 5 PM and VIP guests upon request.

HOW MUCH DOES IT COST?

The \$200 vendor fee is being waived in lieu of your donation of up to 500 small tasting plates to be served to VIP guests from 11 AM - 1 PM.

HOW MANY CHEFS WILL BE AT THE EVENT?

Our goal is to highlight quality over quantity, so space is limited!

A maximum of eight vendors will be featured this year. They will include 5 - 6 savory food options, 1 dessert and 1 cheese booth.

INTERESTED?

Interested chefs must submit the attached application along with a sample menu no later than 4 PM on **Friday, April 1st**.



Please forward your application to:

Frederick Wine Festival Food Committee
c/o The Office of Special Events
121 N. Bentz Street
Frederick, MD 21701

or fax to 301-600-2849, or email jmartin@cityoffrederick.com

Chefs will be notified of acceptance status by Friday, April 15th.

Chefs that are accepted must submit the following information no later than Friday, July 1st:

- Signed Hold Harmless Agreement Form
- Sales Tax Number or Social Security Number
- Proof of Insurance (requirements enclosed)
- Photo identification of the individual that will be ON SITE the day of the event.

DO YOU HAVE ADDITIONAL QUESTIONS?

Below are the official rules and regulations for participating.

For all else, please feel free to contact Jen Martin, Events Coordinator, at 301-600-2844.

The 2016 Frederick Wine Festival food sub-committee will coordinate all aspects of food service at the event, including menu approval, booth placement and final acceptance.



2016 Celebration Food Vendor Rules & Regulations

Detailed below are guidelines for restaurants wishing to participate in the 2016 Frederick Wine Festival.

- I. Hours: **Saturday, August 6, 2016**, 11 AM – 5 PM – PLEASE READ FOLLOWING SECTION CAREFULLY!!!
 - A. **Set-up time:** You may begin setting up as early as 8 AM. Please note that you may access the food service area, located to the rear of the Carroll Creek Amphitheater, via the access road adjacent to 45 E. All Saint's Street. Following supply drop off, all vehicles must be moved to vendor parking reserved in the gravel lot next to the Delaplaine.
 - B. **Generators may not be started before 9 AM.** Please remember that residents live within the festival site.
 - C. **Break-down time:** Vendors must close their stands promptly at 5 PM. Vehicles may be brought back in to the food service area to load supplies after alcohol service has stopped and patrons have dispersed.
 - D. The Celebration will be held rain or shine. **IF SELECTED FOR THIS FESTIVAL, YOU AGREE TO PARTICIPATE REGARDLESS OF WEATHER.**
- II. Arrangements/Restrictions
 - A. **Space size:** All chefs will be allocated a 10' x 10' space. If additional space is required, then please note on the application form.
 - B. **Supplies:** Chefs are responsible for providing all necessary supplies for their booth including tables, tenting, power, water and any other materials needed.
 - C. **Ice:** Ice will be available on site to purchase. Cost is \$6.50 per 40 lb. bag.
 - D. Parking of vehicles and/or trucks or stock trailers will not be permitted in the food service area.
 - E. **Electrical needs will be the responsibility of each vendor.** Loud generators will not be allowed.
 - F. Vendors accepted must apply for and receive a temporary food permit from the Frederick County Health Department. A Frederick City Special Events License will be provided to all vendors accepted by the Committee.
 - G. No vendor shall be permitted to sell any type of alcoholic beverages.
 - H. Vendors shall provide at least one trash receptacle outside their booth for public use. Vendors will be responsible for the upkeep of this receptacle.
 - I. Food vendors are responsible for disposing of all trash and grease.



- J. No souvenir items may be sold by any food vendor (i.e., t-shirts, hats, buttons, balloons, cups, etc.)

III. "GREEN" GUIDELINES

- A. Recycling Bins – Celebrate Frederick, in partnership with the City of Frederick Sanitation Department, will provide recycling bins for plastic bottles, aluminum cans and plastic cups. Recycling will be highly visible and made available to the public with clear signage.

IV. FIRE SAFETY REQUIREMENTS

- A. **Non-flammable tents** – All vendor tents must be certified as non flammable, as evidenced by the presence of a tag on the tent fabric indicating that it is flame retardant.
- B. **Propane tanks** – All propane tanks must be in their upright position and secured with a chain, strap, etc. In addition, all tanks must be inaccessible to the public.
- C. **Fire Extinguishers** – All vendors are required to provide a portable fire extinguisher with a minimum rating of 20BC at their booth at all times. Any vendors operating deep fat frying equipment must have an approved Class K extinguisher present at all times.

V. Finances

- A. All restaurants will be responsible for reporting and paying Maryland sales tax.

VI. Permits/Insurance

- A. All restaurant vendors accepted are required to submit each of the following items with their application and payment:
 - 1. Sales Tax Number or Social Security Number
 - 2. Signed Hold Harmless Agreement
 - 3. Proof of Insurance listing **The City of Frederick, Celebrate Frederick** and the **Frederick Wine Festival Committee** as additional insured. Requirements of coverage will be \$1,000,000.00 (one million dollars) product liability coverage and \$1,000,000.00 (one million dollars) personal injury coverage.
 - 4. Photo Identification.
- B. The committee will provide all accepted vendors with a Frederick City Special Events License. This permit will enable each vendor to obtain a Frederick County Health Department Temporary Food Permit. After notified of your acceptance into the event all food vendors must apply for and receive a temporary food permit for a separate fee of \$25.
 - 1. Questions – Contact Karen Hargett at 301-600-2542 or KHargett1@FrederickCountyMD.gov
 - 2. In Person Application – 350 Montevue Lane, Frederick, MD 21702 or,
 - 3. Online Application – Visit www.co.frederick.md.us/HealthDept. Click on Environmental Health (top), Food Control (left side).



2016 Frederick Wine Festival Application

CONTACT NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

BUSINESS PHONE: _____ EMAIL: _____

CIRCLE ONE: Please select the booth size you would require.

10' x 10'

Other: _____

PROPOSED MENUS -

VIP tasting plate (*quantity up to 500*) - _____

Regular Menu w/ pricing per Item (*including beverages*) - _____

I understand that the Frederick Wine Festival is a rain or shine event. If selected, I agree to participate in the Festival regardless of weather conditions.

Signature _____

Date _____

Please return this form by **Friday, April 1st** to:
Frederick Wine Festival Food Committee, c/o The Office of Special Events,
121 N. Bentz Street, Frederick, MD 21701
Or via fax at 301-600-2849 or email to jmartin@cityoffrederick.com