



FREDERICK'S 4TH FOOD VENDOR 2024 APPLICATION & INFORMATION

Food vendor applications are now being accepted for the Frederick's 4th - An Independence Day Celebration held on Thursday, July 4, 2024.

2024 VENDOR BOOTH FEES (See Event Map in Rules and Regulations, Section VIII)

SECOND STREET LOCATION

10' x 10' PRICE	10' x 15' PRICE	10' x 20' PRICE
\$550	\$825	\$1100

FLEMING AVENUE LOCATION (With Stock Trailer)

10' x 10' PRICE	10' x 15' PRICE	10' x 20' PRICE
\$550	\$825	\$1100

FLEMING AVENUE LOCATION (No Stock Trailer)

10' x 10' PRICE	10' x 15' PRICE	10' x 20' PRICE
\$450	\$675	\$900

2024 VENDOR APPLICATION CHECKLIST

Food vendors who wish to be considered for this year's event must submit the following information for each booth being applied for:

- Signed Hold Harmless Agreement Form
- Completed Application Form
- Cash, Check, Money Order, or Credit Card Payment
 - Check should be made payable to 'Celebrate Frederick, Inc.'
 - Money Orders are REQUIRED for amounts exceeding \$1,100.
 - 3% processing fee applies to credit card payments.
- Photo Identification of the individual that will be on site during the event.
- Proof of Insurance (*Requirements listed in Rules & Regulations, Section VI, ii*).
Note: Insurance must be VALID for July 4, 2024.

If any of the above elements are not complete upon submission, then the Frederick's 4th Committee WILL NOT consider your application.

APPLICATION DEADLINE & SUBMISSION INFORMATION

To ensure first right of refusal for space at the event, please adhere to the following deadlines for application submission for 2024:

- **2023 Event Participants** – Friday, April 5, 2024
PLEASE NOTE after this date we cannot guarantee readmission into the event.
- **New Event Participants** – Friday, April 12, 2024

Please forward your completed application materials & payment to Anna Davey

- Email: adavey@cityoffrederickmd.gov
- Mail: Celebrate Frederick, Attn: Anna Davey
121 N. Bentz Street, Frederick, MD 21701



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Food Vendor Rules & Regulations

Detailed below are the rules and regulations for vendors wishing to participate in the 2024 Frederick's 4th Celebration to be held at Baker Park in Frederick, Maryland. Vendor agrees that if any of these rules are not followed, the Frederick's 4th Committee has the right to revoke vending privileges, close vendor's stand, and have them removed from the site without refund.

I. EVENT HOURS

- a. **Food Vendor Hours of Operation:** 12:00 - 9:30 PM
 - i. Vendors must be ready to sell starting at 12:00 PM.
- b. **Set Up:**

An event staff person will be onsite to direct set-up during the following dates and times:

 - i. Wednesday, July 3rd, 2:00 – 5:00 PM
 - ii. Thursday, July 4th, 8:00 – 10:00 AM (POP UP TENTS ONLY)
- c. **Breakdown:**
 - i. Food vendor sales end promptly at 9:30 PM.
 - ii. Food vendors are not permitted to leave their vendor site until 30 minutes after the end of the fireworks (approximately 10 PM) of the fireworks display. For the safety of attendees, the Frederick City Police will strictly enforce this provision.
 - iii. All vendors are required to be packed up and off the street by 11:00 PM.
- d. **No Refunds:** Frederick's 4th is a rain or shine event. No refunds will be issued for inclement weather or a violation of any of the vendor rules and regulations.

II. BOOTH ARRANGEMENTS/RESTRICTIONS

- a. **Space:** Vendor booths **CANNOT EXCEED** approved application space. **THIS INCLUDES ALL PREP TENTS/AREAS AND SUPPLIES.** If you need additional space for prep or supplies, additional fees apply.
 1. Fleming Avenue Vendors: May purchase additional space beside their booth.
 2. Second Street Vendors: May purchase additional space beside and/or behind their booth.
- b. **Set-Up:** Vendors are responsible for providing their own set-up (i.e., tables, chairs, tents).
- c. **Booth Placements:** The Frederick's 4th Committee will determine locations for all vendors.
- d. **Fleming Avenue Booths**
 - i. Stock Trailers:

Due to parking restrictions on this street, we will allow a limited number of vendors to park their stock trailer next to their food vending booth. Vendors requesting these locations must list why the stock trailer is necessary next to the booth **and must accurately note the size of the trailer.** These vendors will be placed on the East and West ends of Fleming Avenue.



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- ii. Parking:
Only approved stock trailers are permitted in the food vending area along Fleming Avenue. **Vehicles/trucks ARE NOT permitted in the food vending area.** Parking for one (1) vehicle will be provided along Upper or West College Terrace.
- iii. Calculating Cost: When determining cost for space purchased on Fleming Avenue, only consider the tented space used for food preparation and serving. While stock trailer measurements are required to accurately account for the space each vendor requires, vendors are not required to pay for the space for the trailer. See example below:
 - 1. **Vendor A** is purchasing space on Fleming Avenue with a stock trailer. Food prep and service area needed is 10' x 10'. An additional 15' next to the food prep and service area is needed for the stock trailer. Total cost for Vendor A is \$550. Total space requested for Vendor A is 25' x 10'.
 - 2. **Vendor B** is purchasing space on Fleming Avenue without a stock trailer. Food prep and service area needed is 10' x 10'. Total cost for Vendor B is \$450. Total space requested for Vendor B is 10'x 10'.
- iv. **NOTE!** All vendors located on Fleming Avenue will set up approximately 4-feet away from the curb to allow for better line formation. **Vendor booths may not extend beyond the south lane of traffic.**
- e. **Second Street Booths**
 - i. Stock Trailer and Parking: Vehicles and/or trucks or stock trailers **ARE NOT** permitted in the food vending area (South Side of Second Street). You will be permitted to park one (1) stock trailer and vehicle behind the vending area (North Side of Second Street). *Be prepared to hand-truck your supplies to your booth.*
- f. **IMPORTANT REMINDER - Water Access**
 - i. There will be NO access to water for the event. Please plan on stocking sufficient water for your operations prior to arrival.
- g. **IMPORTANT REMINDER - Power**
 - i. The Frederick's 4th Committee **WILL NOT PROVIDE** power for the event, please read, and abide by the following:
 - 1. Personal Generators
 - a. The Committee will allow only personal quiet running generators at the event. Quiet running generators operate at 60 decibels or less and will be checked by our Food Committee with a decibel reader on the day of the event.
 - b. Approval: Your generator's make and model **must** be included in your application to be reviewed by the Committee.
 - 2. Hours: Generators **CANNOT** be turned on until Thursday, July 4th at 8 AM.
 - 3. Location: Vendors **MAY NOT** place generators on residential sides of the street (N. side of Second Street and N. side of



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Fleming Avenue). ALL generators must be placed directly adjacent to vendor's booth. **NO EXCEPTIONS!**

h. **Future Event Exclusion**

- i. If your event day generator is found to be different from the approved application generator or operating above 60 decibels, you will not be invited to return for any future Celebrate Frederick events.

i. **Lighting**

- i. We highly recommend lighting in each booth for the evening hours.

j. **Trash**

- i. Receptacles: Vendors must provide at least one trash receptacle outside the booth for public use. Vendor is responsible for the upkeep of this receptacle. All bags shall be tied and placed by the closest City trash receptacle.
- ii. Grease Disposal: Vendors are responsible for disposing of grease. Fines will be incurred if:
 1. ANY grease is left behind.
 2. Waste materials are dumped into the Port-a-John units or down City drains. **Any vendor doing so will be billed for cleaning the unit.**
 3. GREASE STAINS! Any vendor that requires use of grease for food preparation must use grease absorbent pads or rolls under all fryers to reduce the risk of leaving grease stains on the pavement. All vendor spaces will be inspected following the event. Vendors who have left grease stains behind will be prohibited from all future Celebrate Frederick events! No exceptions!
- iii. Future Event Exclusion: In the event a fine is not paid by a vendor, they will not be invited to return for future Celebrate Frederick Events.

k. **Other**

- i. Grills: Food vendors who are using grills must provide a means for smoke abatement.
- ii. Souvenir items: Including but not limited to T-shirts, hats, buttons, balloons, cups, etc. may not be sold by any food vendor unless approved by the Committee.

III. **FIRE MARSHAL REQUIREMENTS**

- a. **Registration**: The Frederick County Fire Marshal's Office requires that all vendors participating in a special event be registered. To register you must complete a brief information sheet. To obtain the information sheet, please call 301-600-1479.
- b. **Trucks/Trailers**: Food Truck Annual Inspection - All food trucks are required to complete an annual safety inspection prior to the event. If you are operating out of a trailer or truck, and have not yet completed this inspection, please contact The Fire Marshal's Office immediately.
- c. **Tents**: Vendor Tenting - Vendors serving under a TENT are required to provide proof that all tent fabric meets the flame propagation performance criteria in



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NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films (NFPA1, 2006 edition, Section 25.2.2.1).

- d. **Fire Extinguishers:** All vendors must ensure that the appropriate fire extinguishers are on site and current on inspections.

IV. 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.
- b. **NO STYROFOAM:** Any vendor using Styrofoam will be fined \$50. Failure to pay the fine will result in exclusion for any future Celebrate Frederick events.

V. MENU & BEVERAGE SELECTION

- a. **Menu Selection:** The Frederick's 4th Committee allows each vendor to outline their own menu.
 - i. All items to be served for the day **MUST** be listed in the application upon submission.
 - ii. The Committee will limit the number of menu options (i.e., specific food styles or desserts) admitted to the event. We recommend applying as early as possible if you are interested in securing a specific menu.
- b. **PLEASE NOTE - Menu Pricing:** Prices are set by the individual vendor and must be visibly posted no later than 11:00 AM on event day. To ensure a successful and friendly sales atmosphere, we strongly urge vendors to charge fees that are in line with their event neighbors.
- c. **Non-Alcoholic Beverages:** Sodas, iced tea, coffee, hot tea, bottled water, hot chocolate, milk, and lemonade are all permitted to be sold by every vendor.
- d. **Alcoholic Beverages:** No vendor shall be permitted to sell any type of alcoholic beverages.
- e. **Beverage Sponsor:** Frederick's 4th Food Committee may elect to designate a beverage company to be the official beverage sponsor of this year's celebration. Food vendors will be required to sell the selected company's product. If an official beverage sponsor is selected, you will be advised in your confirmation packet.

VI. FINANCES

- a. **Maryland Sales Tax:** All vendors will be responsible for reporting and paying Maryland sales tax to the Maryland Comptroller. The Committee will furnish the Comptroller's office with a list of participating vendors.



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VII. APPLICATION, INSURANCE AND PERMITS

- a. **Applications:** A complete application and payment MUST BE SUBMITTED before event acceptance will be considered.
- b. **Insurance:** Valid proof of Insurance listing The City of Frederick and Celebrate Frederick, Inc. DBA, The Frederick's 4th - An Independence Day Celebration 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.
- c. **Special Event Permit:** The Committee will provide all accepted vendors with a City of Frederick Special Events Permit in your confirmation packet. This permit must be displayed during the event.
- d. **Temporary Food Permit:** After notification of your acceptance, all food vendors must apply for and receive a temporary food permit from the Frederick County Health Department for a separate fee of \$25.
 - i. Questions – Contact 301-600-2542 or FoodControl@FrederickCountyMD.gov
 - ii. Application – <https://md-frederickcountyhealth.civicplus.com/DocumentCenter/View/2748/Temp-Event-App-10-2017?bidId=>
- e. **Food Inspector:** A Frederick County food inspector will be onsite to inspect all food trucks the day of the event. You may not begin selling until the inspector visits your booth.

VIII. EVENT MAP - All elements listed on the map are confirmed for the 2024 event. You will receive a finalized event map in your confirmation packet closer to the event.





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Selections will be made based on the priorities listed on the first page and on the earliest postmark received. Frederick's 4th Committee reserves the right to alter this policy at any time and may deny the return of any vendor they feel does not work with the Committee in good faith. Considering these remarks, it is always a good idea to **SUBMIT YOUR APPLICATION EARLY.**

Frederick's 4th Committee will make every effort to place returning vendors in or near their requested location. Location is based on menus and space required. We want each of our vendors to have a very successful day!

CONTACT INFORMATION

Please contact Anna Davey at 301-600-2844 or adavey@cityoffrederickmd.gov with questions.



2024 Celebration Indemnification and Hold Harmless Agreement for Food Vendors

I, the undersigned, do hereby acknowledge that I have read and understand, and will abide by the vendor rules and regulations for the 2024 Frederick's 4th - An Independence Day Celebration. I further agree that if I have misrepresented my work or violated any part of the Agreement, Frederick's 4th - An Independence Day Celebration Committee has the right to remove or terminate my participation without refund. I do hereby expressly agree to indemnify, defend and hold harmless The City of Frederick, Celebrate Frederick, Inc. DBA The Frederick's 4th - An Independence Day Celebration Committee, and any of their employees, agents or representatives from any and all claims of bodily injury and/or property damage or loss arising out of the performance of this Agreement.

WITNESS, my hand as of this _____ day of _____, 2024

Name of Organization/Company

Signature of Organization/Company Representative

Print Name and Title



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2024 Celebration Application for Food Vendors

CONTACT INFORMATION FOR BUSINESS

Contact Name _____

Business Name _____

Street Address _____

City _____ State _____ Zip Code _____

Business Phone _____ Cell Phone _____

Email Address _____

Sales Tax or Social Security Number _____

CONTACT INFORMATION FOR INDIVIDUAL ON SITE DURING THE EVENT

Onsite Contact Name _____

Cell Phone Number _____

CHECK-IN/SET-UP INFORMATION (SELECT ONE)

Wednesday, July 3rd, 2:00 – 5:00 PM

Thursday, July 4th, 8:00 – 10:00 AM
(Pop up tents only)

PERSONAL GENERATOR INFORMATION

MAKE	MODEL NUMBER	DECIBELS (60 or LESS)

VEHICLE INFORMATION

Please provide the following information for the vehicle you plan to park in the reserved, "Food Vendor Parking Only" space.

MAKE	MODEL	TAG #

IF REQUESTING FLEMING AVENUE SPACE WITH STOCK TRAILER OPTION

Trailer Size _____ (E.g., 10 x 10)

(If you require more than 20', please contact Anna at adavey@cityoffrederickmd.gov)

Day of Use of Stock Trailer Description **(How do you plan to use your trailer for the day)**



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BOOTH RENTAL INFORMATION

Cash, Money Order, Checks, or Credit Card Accepted. 3% Credit Card Fee Applies.
Checks Payable to: Celebrate Frederick, Inc.

BOOTH RENTAL SIZE	PRICE	QUANTITY	PAYMENT TOTALS
SECOND STREET			
10' x 10'	\$550		\$
10' X 15'	\$825		\$
10' x 20'	\$1100		\$
PAYMENT TOTALS			
FLEMING AVENUE WITH STOCK TRAILER OPTION			
10' x 10'	\$550		\$
10' X 15'	\$825		\$
10' X 20'	\$1100		\$
PAYMENT TOTALS			
FLEMING AVENUE WITHOUT A STOCK TRAILER OPTION			
10' x 10'	\$450		\$
10' X 15'	\$675		\$
10' x 20'	\$900		\$
PAYMENT TOTALS			

BOOTH LOCATION REQUEST

If you would like to request a specific spot along Second Street or Fleming Avenue, please do so here. Final location is determined by the Frederick's 4th Committee. We will do our best to place everyone in or near their requested area.
