



32nd Annual Havre de Grace Seafood Festival
P.O. Box 391, Havre de Grace, MD 21078
(410) 939-1525/ www.HdGSeafoodFestival.org SeafoodFes@aol.com

FOOD VENDOR APPLICATION

We appreciate your interest in participating in the 32nd Annual Havre de Grace Seafood Festival on August 10, 11 and 12, 2012.

This contract is between _____ and The Havre de Grace Seafood Festival, Inc.

- The Havre de Grace Seafood Festival must receive the signed contract, deposit, and proposed menus no later than **February 1, 2012**. Any application received after February 1, 2012 will not be considered a returning vendor and must contain full payment and any late fees. Applications received without payment, menu, or contract and insurance certificate will not be processed.
- Checks should be payable to **Havre de Grace Seafood Festival**.
- Mail contract and deposit to P.O. Box 391, Havre de Grace, MD 21078.
- Major food vendor spaces are 20' frontage x 20' depth. Other sizes are available below. **We reserve the right to limit vendors to 1 space, at our discretion.**
- Access to the park for set-up will be available after 3:00 pm on Thursday August 9th. Any food vendor operating out of a trailer must arrive to be parked at 3:00 pm on Thursday. All food vendors will be inspected by the Harford County Health Department on Friday August 10th. The time of your inspection will be determined by the Health Department. Should you require special arrangements you must speak directly with the Health Department. Applications for temporary food service permits can be downloaded using the link on our website and are the sole responsibility of the vendor.
- Hours for food service will be as follows: Friday August 10th 4:00 pm to 8:00 pm; Saturday August 11th 10:00 am to 8:00 pm; Sunday August 12th 10:00 am to 6:00 pm. The event will open at 10:00 am Saturday and Sunday. All vendors are required to serve during all hours.
- The Havre de Grace Seafood Festival strives to set a new standard for making festivals environmentally friendly and hopes to become an example for other events to follow. Through our support of the Maryland Green Registry and our Green Event Initiative, the Havre de Grace Seafood Festival encourages all vendors to offer only compostable plates, bowls, cups and flatware to festival visitors. No vendor will be permitted to use or distribute any Styrofoam product at the Festival.
- Equipment teardown may only occur after 6:00 pm on August 12th, & must be removed by 9:00 pm August 12th.
- Current Harford County Health Department permit and others permits as required by State of Maryland must be on display.
- Major food vendor fee is **\$1150.00** per space. A space is 20' by 20'. **There is a \$25.00 discount for all returning food vendors for applications received by the February 1st deadline with full payment.** If available, a 30' by 20' Major food vendor fee is **\$1,800.00** per space. Limited minor food vendor spaces are available. A minor food vendor is one that serves 1 item type with no on site preparation. These spaces are limited to 10' by 10' and cost **\$550.00**. Limited Pre-Packaged food vendor spaces are available. A Pre-Packaged food vendor is one that serves 1 item type that arrives at the Festival packaged, ready to serve. These spaces are limited to 10' by 10' and cost **\$350.00**. The Festival committee will make the final determination as to which food vendor category. All food vendor applications are due no later than **February 1, 2012**. First priority is given to returning vendors that submit their application prior to the **February 1, 2012** deadline. On **February 15, 2012** new vendors who submitted a completed application prior to the deadline will be notified if accepted. Vendor checks are not deposited until accepted. Any vendor preparing food at the Festival is required to pay a \$100.00 waste disposal and clean up fee. This fee will be billed with your electrical charges and due on **June 1, 2012**.
- For major food vendors, a deposit of **\$500.00 per 20' of frontage** must be received with your signed contract. Upon acceptance as a vendor, final payment of the balance due of your fee is required no later than **April 1, 2012**. It is your responsibility to submit all payments by the due dates. Any late payment will require a \$50.00 late fee. Any payments 45 days late, or failure to include the late fee, will result in the cancellation of your space with no refund of deposit or payments. For other than major food vendors, full payment must be received with your signed contract by the **February 1, 2012** deadline. Late fees apply after that date. Fees are non-refundable once accepted by the Festival.
- Electricity and potable water are available. Both 110v electrical and limited 220v electrical is available. Specify needs on the bottom of contract. You must request electrical service in advance. Electrical charges will be determined by the Electrician based on your requests and will be billed in advance, due on **June 1, 2012**. Please be specific when stating your electrical needs as additional electric may not be available if not requested prior to the event. Generators are not permitted.
- Your entire display must fit within your assigned space. A space is 20' by 20'. Note: spaces are measured; a 26' trailer will not fit in a 20' space. No vendor may extend past the approved designated space as determined by the committee. When requesting space you must include tongues/hitches, trailer/truck, tent ropes, and displays that will be in your space.

- Each vendor will have access to the park for set up and tear down. Trucks & trailers will not remain in the park or on Commerce Street. Trucks will be permitted into the park a half hour after the Festival closes for the night. All trucks must be removed by 9:00 am on Saturday & Sunday. If you do not arrive on time, then you will have limited ability to get to your space with large trucks or trailers.
- A menu with pricing must be submitted with this contract and becomes a part of the contract. Menus and pricing may be adjusted up to 3 weeks prior to the event, with approval of the Festival. The Committee must approve each menu item for sale in advance. If an item is not on your approved menu, you will not be selling it. The Committee limits duplication of menu items, including beverages. The suggested selling price for 20 ounce sodas is \$3.00 each and 20 ounce water is \$2.00 each. All sodas and water must be purchased from the Committee. Last year's complete menu is listed on the Festival website, we encourage you to offer items not listed on last year's menu. Crabcakes, by any name, will not be approved.
- **No changes in menu items, pricing, or portion size may occur during the event without approval of the Committee. Violations will result in removal of the item from your menu. Any attempt to sell unapproved items will not be tolerated and will result in your exclusion from future Festivals.**
- Ice will be available for purchase.
- Grease disposal will be available on site. All grease must be disposed of in approved manner. Storm drains are not for grease disposal. Failure to comply will result in the assessment of additional costs and fees at the sole discretion of the Festival Committee.
- All vendors must have a first aid kit, ABC fire extinguisher (K if cooking with grease) and meet Fire Marshall Standards.
- Vendors will park their vehicles in the designated lots, not in the park or on Commerce Street. No trucks or trailers will be permitted to remain in the Park unless approved in advance.
- Legible menus with prices must be clearly posted at all times.
- The Festival reserves the right to close down food vendors who have serious violations or lack of professionalism.
- This contract is NOT assignable or transferable. Only businesses, groups or organizations listed on the application will be permitted to operate or advertise from the location.

General Release: IN SUBMITTING THIS APPLICATION I AGREE THAT THE HAVRE DE GRACE SEAFOOD FESTIVAL, INC., HAVEN HOUSE, INC., THE CITY OF HAVRE DE GRACE, and HARFORD COUNTY OR THEIR OWNERS, OFFICERS, AGENTS AND/OR EMPLOYEES, WILL NOT BE HELD RESPONSIBLE FOR: LOSS OR DAMAGE TO ANY WORK, PERSONAL INJURIES OR OTHER DAMAGE, NOR WILL I, THE FOOD VENDOR OR MY EMPLOYEES OR AGENTS BE A PARTY TO ANY LEGAL ACTION AGAINST SAME. THE FESTIVAL DIRECTOR RESERVES THE RIGHT TO REMOVE OR REFUSE ANY VENDOR, WITH OR WITHOUT CAUSE. THERE WILL BE NO REFUND OF FEES FOR ANY REASON. I FURTHER AGREE TO ABIDE BY ALL RULES SET BY THE FESTIVAL ORGANIZERS. DEPOSIT PAYMENT MUST ACCOMPANY THIS SPACE REQUEST. VENDORS ARE ONLY PERMITTED TO SELL MENU ITEMS AUTHORIZED IN ADVANCE BY THE COMMITTEE. PRIOR PARTICIPATION DOES NOT GUARANTEE ACCEPTANCE. THE PAYMENT OF A DEPOSIT DOES NOT CONSTITUTE ACCEPTANCE OF THE VENDOR BY THE COMMITTEE. THE NUMBER OF VENDORS WILL BE LIMITED.

Business Name _____ **Contact Name** _____

Address _____
Number & Street City State Zip Code

Business Phone _____ **Cell Phone** _____ **Email** _____

Check one: _____ Major Food Vendor _____ Minor Food Vendor _____ Pre-Packaged Food Vendor

What size (include tongues/hitches) trailer/truck, tent ropes, and displays that will be in your space _____' frontage by _____'

Electric Requirements – please be specific _____

SIGNATURE (REQUIRED) _____

I HAVE READ, UNDERSTAND, AND AGREE TO FOLLOW ALL RULES OF THE HAVRE DE GRACE SEAFOOD FESTIVAL

SIGNED CONTRACT, COPY OF MENU WITH PRICES, AND DEPOSIT CHECK MUST BE RECEIVED BEFORE APPROVAL IS GRANTED.
NO FOOD VENDOR IS ACCEPTED UNTIL NOTIFIED BY COMMITTEE. PRIOR PARTICIPATION DOES NOT GUARANTEE ACCEPTANCE.