



Dear Vendor:

Main Street Hagerstown is excited to present the inaugural Sweets on the Street event in Downtown Hagerstown. This one day event will allow patrons to enjoy a variety of sweet treats that area treat makers have to offer. A large part of making this event successful is having a great variety of vendors so that attendees can try a variety of offerings.

This year Sweets on the Street will take place on Saturday, March 17, 2018 from 10:00 a.m. to 2:00 p.m. The event will be held on the same day as the annual Run Fest in downtown. RunFest drew over 1,000 people to downtown in 2017; nearly 800 of those were the runners!

We invite you to be one of the Sweets on the Street dessert vendors. If you are interested in this opportunity, please submit the attached application. Please be specific about the items you prefer to sell, and include pictures to aid in the decision process (photos will not be returned). In order to ensure there are a variety of offerings, we may ask you to not provide a certain item.

Please note, that the deadline for applications is Friday, March 9, 2018 and space is limited. Once the openings are filled we will not review further applications. Main Street Hagerstown encourages you to complete and return the attached vendor application (and all other required materials) as soon as possible. If you have any questions please contact Amanda Whitmore in the City of Hagerstown's Department of Community and Economic Development at 301.739.8577 ext. 822 or awhitmore@hagerstownmd.org.

We are confident that you will benefit from participating in the Sweets on the Street event by exposing your products to a wider audience. We look forward to working with you to make this event a tremendous success.

Sincerely,

Main Street Hagerstown

INFORMATION SHEET

2018 Sweets on the Street

Hagerstown, Maryland

- DATES: Saturday, March 17, 2018
- COST: The cost for one 8' x 8' **indoor** vending space is \$25.
There is no cost for 8' x 8' **outdoor** space.
A \$50 refundable deposit will be collected by ALL vendors and returned only if the vendor attends the event. No shows will not get their deposit back.
- Please note that dessert vendors producing oil and grease by-products will be required to pay a \$50 refundable clean-up fee. Please submit this as a separate check.**
- LOCATION AND TIME: 27 S. Potomac Street, Hagerstown, Maryland
Saturday, March 17, 2018 from 10:00 a.m. to 2:00 p.m.
- TEMPORARY HEALTH DEPARTMENT FOOD VENDING PERMIT: Please check with the Washington County Health Department regarding the requirements for selling and labeling baked goods and candies:
Washington County Health Department
Division of Environmental Health
1302 Pennsylvania Avenue
Hagerstown, MD 21742
Phone—240.313.3200
<https://health.maryland.gov/washhealth/Pages/download-forms.aspx>
- TAX: **ALL** vendors are responsible for collecting Maryland State Sale and Use Tax. For information, contact Sale and Use Tax Division at 410-260-7980, sut@comp.state.md.us or visit: http://taxes.marylandtaxes.gov/Business_Taxes/Business_Tax_Types/Sales_and_Use_Tax/.
- DEADLINE: All completed vendor applications must be returned by **Friday, March 9, 2018**. Spaces will be assigned on a first-come basis based on vendor's compliance with the standards and philosophy of Main Street Hagerstown.

2018 Sweets on the Street Application Form

Complete and return by March 9, 2018

Amanda Whitmore, Downtown Coordinator
Elizabeth Hager Center, Suite 200A
14 N. Potomac St.
Hagerstown, MD 21740
awhitmore@hagerstownmd.org

Make checks payable to *City of Hagerstown*

A \$50 refundable deposit is required from ALL vendors. The fee for one 8'x 8' indoor space is \$25.00

Name: _____

Business/Vendor Name: _____

Tax #: _____

Address: _____

Telephone: _____ E-mail _____

How do you prefer to be contacted? _____

Facebook Page: _____ Instagram: _____

1. List of products you wish to sell _____

2. Preferred location:

Indoors (\$25/8'x8') Outdoors

3. Size of space needed:

1 – 8' 8' space 2 – 8'x'8 space

Do you sell out of a trailer? _____ How is trailer moved? _____

4. Limited Electricity is available. Do you require electricity? ____ Yes ____ No

If so, # amps _____ and # of volts _____

PLEASE NOTE THAT THERE ARE NO EXTENSION CORDS FOR YOUR USE. YOU MUST PROVIDE APPROPRIATE CORDS TO HOOK UP TO THE ELECTRICITY PROVIDED.

5. Will you use fuel for any purpose? ____ Yes ____ No

If yes, for what purpose? _____

And please specify exact fuel type and describe the fuel storage/dispensing container

**ALL SET-UP MATERIALS INCLUDING TABLES, TENTS, AND CHAIRS MUST BE PROVIDED BY VENDOR
ALL APPROVED VENDORS WILL BE REQUIRED TO SIGN A HOLD HARMLESS AGREEMENT WITH
THE CITY OF HAGERSTOWN.
VENDORS MUST COMPLY WITH THE ATTACHED FIRE REGULATIONS.**

**CITY OF HAGERSTOWN
AND
MAIN STREET HAGERSTOWN
HOLD HARMLESS AGREEMENT**

Lessee/User: _____
Event/Use: Sweets on the Street
Location: 27 S. Potomac St, Hagerstown, Maryland
Dates of Use: Saturday, March 17, 2018

The Lessee/User agrees that it shall indemnify the City of Hagerstown and Main Street Hagerstown and hold harmless the City of Hagerstown and Main Street Hagerstown against any and all fines, suits, claims, demands, expenses, actions, losses, alleged losses, or liabilities of whatsoever nature or kind incurred either directly or indirectly either in law or equity, paid, suffered or incurred as a result of the acts, activities, or omissions of the Lessee/User, its agents, servants, or employees, due to the operation and use of the premises. It is further agreed that the Lessee/User shall in addition to holding the City of Hagerstown and Main Street Hagerstown harmless from any and all liabilities or damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend The City of Hagerstown and Main Street Hagerstown at Lessee's/User's expense against any and all claims, suits, demands, of whatsoever nature or kind.

Lessee/User

Witness: _____

By (Signature and Title)

Date: _____

Street

City, State, Zip

Telephone

Return to:
Amanda Whitmore, Downtown Coordinator
City of Hagerstown
Elizabeth Hager Center
14 N. Potomac St. – Suite 200A
Hagerstown, MD 21740
awhitmore@hagerstownmd.org

VENDOR INSTRUCTIONS
2018 SWEETS ON THE STREET
HAGERSTOWN, MARYLAND
SATURDAY, MARCH 17, 2018

Detailed below are guidelines for vendors wishing to participate in the 2018 Sweets on the Street in Hagerstown, Maryland.

HOURS FOR VENDORS

- Saturday, March 17, 2018 - 10 a.m. to 2 p.m.
- Set up will begin at 8 a.m. **PLEASE NOTE:** South Potomac Street will **close at 8:30 a.m.** to prepare for RunFest.
This event will be held rain or shine.

ARRANGEMENTS/RESTRICTIONS

- Space Size: Space requirements must be indicated on the Application Form and will be made at the sole discretion of the City of Hagerstown.
- Only one (1) vendor per booth.
- Set-up: Vendors will be responsible for providing their own set-up, (i.e., tables, tents, chairs, table coverings etc.).
- Vendors requiring electricity must supply their own extension cords and power strips to access outlets
- Food vendors accepted must apply for and receive a temporary food permit from the Washington County Health Department. Please note some food types do not require a permit but do have labeling requirements by Health Department. If you have questions, call 240-313-3200.
- Food selection will be based on the menus chosen by the Committee. Only those food and drink items selected may be sold - **NO EXCEPTIONS.**
- Vendor booths **WILL NOT EXCEED PROVIDED SPACE.**
- No souvenir items may be sold by any food vendor, (i.e., t-shirts, hats, buttons, balloons, cups, etc.).
- Prices are set by the individual vendor, but to ensure a successful and friendly sales atmosphere, the Committee strongly urges vendors to charge fees that are in line with their event neighbors.
- Vendor agrees that if any of these guidelines are not followed, the Committee has the right to revoke said vending privileges, close said vendor's stand, and have them removed from the site without refund.
- Vendor will be responsible for taking away all grease from your vending operation. Dumping grease on the ground or in storm drains is strictly prohibited. Grease shall be stored in appropriate containers. Do not utilize trash barrels or boxes for grease.
- Vendors doing on-site cooking must meet requirements set forth by the City Fire Marshal (See Attachment)
- The selling of alcoholic beverages is restricted at this event.
- Your Washington County Health Permit and Maryland Business License Number must be shown at all times. All vendors will be inspected by the Health Department before the festival begins. If a vendor does not pass inspection, they will be required to leave the site without refund.
- All vendors will be required to sign a Hold Harmless Agreement with the City of Hagerstown.