



November 30 - December 1, 2019  
Vendor Packet

Dear Vendor:

Main Street Hagerstown is excited to present the Christkindl Markt in the University Plaza in downtown Hagerstown for the third year! This year we are expanding the event from one day into a two-day event! This will allow patrons to enjoy festival food, music, and entertainment, while enjoying the many offerings that downtown Hagerstown has to offer on Saturday or Sunday. A large part of making this event successful is having a great variety of craft and food vendors so that attendees can take their own festive fun home with them.

This year the Christkindl Markt will take place on Saturday, November 30, 2019 from 10:00 a.m. to 4:00 p.m. and Sunday, December 1, 2019 from 12:00 p.m. to 4:00 p.m. Saturday will also be the same day for the annual Hollyfest event at Maryland Theatre and the downtown tree lighting.

We invite you to be one of the Christkindl Markt's 2019 craft or food vendors. If you are interested in this opportunity, please submit the attached application. Entries will be juried by Main Street Hagerstown in order to maintain variety, quality, and originality. Please be specific about the items you plan to sell, and include pictures to aid in the decision process (photos will not be returned).

Please note, that the deadline for applications is Wednesday, October 30, 2019 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 Kathryn Ippolito in the City of Hagerstown's Department of Community and Economic Development at 301.766.4189 ext. 838 or [kippolito@hagerstownmd.org](mailto:kippolito@hagerstownmd.org).

We are confident that you will benefit from participating in the Christkindl Markt. We look forward to working with you to make this event a tremendous success.

Sincerely,

Main Street Hagerstown

# INFORMATION SHEET

## 2019 Christkindl Markt

### Hagerstown, Maryland

DATES: Saturday, November 30, 2019 and Sunday, December 1, 2019

COST: The cost for a 10'x 10' space for both days is \$100. This fee is non-refundable.

**Please note that vendors producing oil and grease by-products will be required to pay a \$50 per day refundable clean-up fee. Please submit this as a separate check.**

LOCATION AND TIME: University Plaza, Hagerstown, Maryland  
Saturday, November 30, 2019 from 10:00 a.m. to 4:00 p.m.  
Sunday, December 1, 2019 from 12:00 p.m. to 4 p.m.

TEMPORARY HEALTH DEPARTMENT FOOD VENDING PERMIT: Food vendors must obtain permits by applying directly to:  
Washington County Health Department  
Division of Environmental Health  
13332 Pennsylvania Avenue  
Hagerstown, MD 21742  
Phone—240.313.3400

TAX: **ALL** vendors (food and craft) are responsible for collecting Maryland State Sales Tax. For information, contact Retail Sales Tax Division at (301) 791-4776. All vendors will be submitted to the Maryland Comptroller and you will individually receive from the Maryland Comptroller applications for tax identification numbers.

DEADLINE: All completed vendor applications must be returned by **Wednesday, October 30, 2019**. Spaces will be assigned on a first-come basis based on vendor's compliance with the standards and philosophy of Main Street Hagerstown.

# 2019 Christkindl Markt Application Form

## Complete and return by October 30, 2019

Kathryn Ippolito, Economic Development Assistant  
Elizabeth Hager Center, Suite 200A  
14 N. Potomac St.  
Hagerstown, MD 21740  
kipolito@hagerstownmd.org

## Make checks payable to *City of Hagerstown*

*The fee for 10 foot x 10 foot space for both days is \$100.00. This fee is non-refundable.*

Name: \_\_\_\_\_

Business/Vendor Name: \_\_\_\_\_

Tax #: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

How do you prefer to be contacted?  Telephone  Email

Facebook Page: \_\_\_\_\_ Instagram: \_\_\_\_\_

1. List of products you wish to sell \_\_\_\_\_

2. Size of space needed:

10'x10' = \_\_\_\_\_

Exact dimensions of setup \_\_\_\_\_ feet by \_\_\_\_\_ feet (please include picture of setup)

### **A tent canopy is required.**

Do you have a canopy or stand?  Yes  No

Please give dimensions: \_\_\_\_\_

Do you sell out of a trailer? \_\_\_\_\_ How is trailer moved? \_\_\_\_\_

3. 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. YOU SHOULD PLAN ON A 50 TO 100 FOOT REACH TO POWER.**

4. Do you require access to water (**non-potable?**)  Yes  No

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 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:** Christkindl Markt  
**Location:** University Plaza, Hagerstown, Maryland  
**Dates of Use:** \_\_\_\_\_

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:  
Kathryn Ippolito, Economic Development Assistant  
City of Hagerstown  
Elizabeth Hager Center  
14 N. Potomac St. – Suite 200A  
Hagerstown, MD 21740

**VENDOR INSTRUCTIONS**  
**2019 CHRISTKINDL MARKT AT UNIVERSITY PLAZA**  
**HAGERSTOWN, MARYLAND**  
**NOVEMBER 30 & DECEMBER 1, 2019**

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Detailed below are guidelines for vendors wishing to participate in the 2019 Christkindl Markt in Hagerstown, Maryland.

**HOURS FOR VENDORS**

- Saturday, November 30, 2019 - 10 a.m. to 4 p.m.
- Set up will begin at 8 a.m.
- Sunday, December 1, 2019 – 12 p.m. to 4 p.m.
- Vendors attending on Sunday may begin setup at 10 a.m. Returning vendors should have their booths reset and ready by 12 p.m.
- Vendors staying both days may secure their belongings in their tent. Security will be provided overnight.
- The event will be held as long as it does not snow or rain significantly. A determination to cancel the event due to weather will be made the night before the event.

**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, chairs, tents, etc.). Tents are required.
- Food vendors must supply their own extension cords and power strips to access electricity in the square
- Food vendors accepted must apply for and receive a temporary food permit from the Washington County Health Department. If you have questions, call 240-313-3400.
- 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 requires a liquor license either of a permanent nature or a temporary, event based nature.
- 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.

- The City prohibits the driving of any stakes, nails, etc., into the vending area for any reasons.
- The City prohibits the use of the decorative lamp posts for securing tables, booths, etc. It is also prohibited to tape, wire, tie or otherwise hang anything from these lamp posts.
- Vehicles must be removed from festival area no later than 11am.