2019 ANNUAL MUMMERS’ PARADE -- PERMIT INFORMATION
SATURDAY, OCTOBER 26, 2019

Below you will find parade information for this year’s Aisatia Mummers’ Parade. The Parade is scheduled for Saturday, October 26, 2019 and will begin at 6 p.m. If you are interested in being a vendor, please review the information below. Send mail your completed documents (which are attached) along with your payment (please note the cost is $25 for EACH person selling with or for you) to:

Office of the Hagerstown City Clerk
1 East Franklin Street, Room 200
Hagerstown, MD 21740

PLEASE NOTE THE FOLLOWING:
1. ALL vendors, profit or non-profit, selling food or novelties, must obtain a City of Hagerstown Mummers’ Parade Permit from the City Clerk’s Office. Please note that the sale of silly string and stink bombs are prohibited. You may apply by mail, fax, or in person (1 East Franklin Street, City Hall, Room 202). The fee is $25.00 for this one-day permit. Non-profit organizations may request that the permit fee be waived.

2. ALL profit selling vendors must obtain a temporary sales and use tax number from the State of Maryland. To obtain this number, please call 800.638.2937.

3. FOOD SALES:
   ▶ ALL vendors selling food must contact the Washington County Health Department at 240.313.3400 to obtain a Health Department Permit. The Washington County Health Department is located at 13332 Pennsylvania Avenue in Hagerstown. A copy of the Health Department Permit must be presented with your City Mummers’ Parade Application.

   ▶ ALL food vendors must contact the City Fire Marshal. The contact information is: Douglas P. DeHaven, Fire Marshal, Hagerstown Fire Department, 25 West Church Street, Hagerstown, Maryland, 301.790.2476.

   ▶ If you are setting up a food stand and you are not the property owner, you must have the enclosed Written Permission Form completed and attached with your application. ALL locations must be reviewed and approved by the City Clerk’s Office before your City Mummers’ Parade Permit will be issued.

   ▶ If your food area is not cleaned up after the parade, you will be charged a clean up fee. Should you fail to pay this clean-up fee, you will not be permitted to sell at any/all future City events.

4. On the day of the event, ALL parade vendors are required to wear and/or display the City’s Parade Permit. ***

5. Walking vendors must remain behind seats after the parade has begun. Selling will not be permitted on the street in front of spectators after the first unit has passed. This requirement will be strongly enforced by parade marshals and the Hagerstown Police Department. ***

*** Failure to follow these instructions could result in being prohibited to participate in future City events

6. Permits for the Mummers’ Parade will be issued now through 12 p.m. on Friday, October 25, 2019.
CITY OF HAGERSTOWN, MARYLAND

Please complete this application and return it to:
Office of the City Clerk
One East Franklin Street, Room 200
Hagerstown, MD 21740
301.739.8577, Ext. 113 ♦ www.hagerstownmd.org

2019 ALSATIA MUMMERS’ PARADE
ONE-DAY PERMIT APPLICATION
Parade Date: Saturday, October 26, 2019

PARADE PERMIT INFORMATION
- ALL vendors, profit or non-profit, selling food or novelties, must obtain a Mummers Parade Permit from the City Clerk’s Office. The Clerk’s Office is located in City Hall, 1 East Franklin Street, Room 200 in Hagerstown, Maryland.

- ALL profit selling vendors must obtain a temporary sales and use tax number from the State of Maryland. If you do not have a number, you will need to contact the Comptroller of Maryland’s office at 800.638.2937.

FOOD SALES:
- **ALL vendors selling food must contact the Washington County Health Department to obtain a permit to sell food.** Their office is located at 13332 Pennsylvania Avenue in Hagerstown or by calling 240.313.3400. A copy of your Health Department permit must be attached with this application.

- If you are selling food, your location must be approved before the permit is issued. If you are not the property owner, you must have the enclosed Written Permission Form signed by the property owner and attached with this application.

- **IMPORTANT: All food vendors must also contact the Hagerstown City Fire Marshal, Doug DeHaven.** Mr. DeHaven may be reached by calling the Hagerstown Fire Department at 301.790.2476.

- After we receive your application and process payment, you will be mailed a Vendor Identification Parade Permit Badge along with a One-Day Event Permit Certificate. On the day of the event, ALL parade vendors must wear this vendor identification badge and carry the City’s Parade Permit Certificate with them. The Hagerstown Police Department will be monitoring all vendors the evening of the parade.

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Name:
First: ___________________________ Middle: ___________________________ Last: ___________________________

Address:
Street Address / City / State / Zip: ___________________________

If at this address less than one year, please list your previous address:
Street Address / City / State / Zip: ___________________________

Contact Number: ___________________________

Employer: ___________________________

Employer Address: ___________________________

PLEASE SEE THE REVERSE SIDE OF THIS APPLICATION
2019 Alsatia Mummers' Parade One-Day Permit Application

____ I am applying for an Alsatia Mummers' Parade Permit. The cost for this one day permit is $25.00
____ I am a non-profit organization and am requesting that my application fee be waived.

State of Maryland Sales Tax Number: ____________________________________________

Please list the names of all individuals selling with or for you. The cost for EACH INDIVIDUAL to sell at the parade is $25.00 per person.

__________________________________  ________________________________________

__________________________________  ________________________________________

__________________________________  ________________________________________

__________________________________  ________________________________________

__________________________________  ________________________________________

__________________________________  ________________________________________

Total number of people selling at the parade: __________________________

Cost Per Permit: _______ x $25.00

Total Amount Due: $____________________

Checks should be made payable to: City of Hagerstown

Please indicate location of sale: _____ Parade Route (Moving Sales) _____ Stationary Stand

Please indicate the type of items for sale: _____ Novelties/Toys _____ Food

Please list specific novelty items and/or food which will be offered for sale. Please note silly string and stink bombs are prohibited.

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

The undersigned hereby acknowledges that they are the applicant and acknowledges that all information provided herein is true and accurate and that this application contains no false statements or misrepresentation of fact.

Applicant's Name: _______________________________________________

Applicant's Signature: ____________________________________________

Date: _____________________________________________________________________

Office Use Only: Parade Permit # MP-2019-__________________
2019 ALSATIA MUMMERS’ PARADE
Saturday, October 26, 2019 – 6 p.m.

OWNER’S REPRESENTATIVE AFFIDAVIT FOR PERMISSION
TO SELL MERCHANDISE FROM PROPERTY

If you are NOT the owner of the property in which you will be setting up and selling during the parade, then this document must be completed and returned to the City Clerk’s Office along with your Alsatia Mummer’s Parade Permit Application. This document is to certify that the peddler applicant named below is authorized to sell merchandise as a licensed peddler from the designated property and that permission is granted by the property owner as required by Chapter 176 of the City Code.

Property Location: ____________________________

Peddler Applicant – Name (Please Print) ____________________________

Peddler’s Home Street Address ____________________________

Peddler’s City, State & Zip ____________________________

Telephone Number ____________________________

Peddler’s Signature ____________________________

Date Signed ____________________________

Owner of Property – Name (Please Print) ____________________________

Owner’s Street Address ____________________________

Owner’s City, State & Zip ____________________________

Telephone Number ____________________________

Owner’s Signature ____________________________

Owner’s Signature ____________________________