



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

FOOD VENDOR APPLICATIONS for IMAGINE HAGERSTOWN June, 2019

The City of Hagerstown seeks food vendors for *Imagine Hagerstown*, four weekends of arts and music programming taking place at University Plaza and on the Cultural Trail. We are seeking a variety of sweet and savory foods to offer attendees.

When selecting vendors, we will make decisions based on menus and to avoid duplication. The City reserves the right to agree to all or part of a vendor's submitted menu. The selection of vendors will be at the sole discretion of the City of Hagerstown.

Please do not send a check until you have heard that you have been selected to vend.

For best consideration, please return this application no later than March 15, 2019.

EVENT DATES, TIMES, and LOCATIONS:

Fridays, June 7, 14, 21, and 28, 6-9 pm

Bands at University Plaza, 50 W. Washington Street (specific vendor site TBD)

Saturdays, June 8, 15, 22, and 29, 12-5 pm

Music, Dance, Circus, Visual Art, and Bands on the Cultural Trail (specific vendor site TBD)

*Vendors may apply to vend **for one day** or **for multiple days**.

FEE SCHEDULE:

	Regular Vendor	Non-Profit Vendor Rate
Friday Nights, 6-9 pm	\$75/day	\$37.50/day
Saturday Afternoons, 12-5 pm	\$100/day	\$50/day

To apply to be a vendor, please submit the following information:

1. Completed application form
2. Photos of booth setup and menu items, with exact dimensions on the back of the photo
3. A copy of your written menu
4. Signed 'Hold Harmless' agreement
5. Sales Tax Number
6. Proof of Insurance listing the City of Hagerstown, Maryland, as additional insured. Requirements of coverage will be \$1,000,000 (one million dollars) product liability coverage and \$1,000,000 (one million dollars) personal injury coverage.
7. Proof of non-profit status (IRS determination letter) if applying for a non-profit rate.

Complete applications, including fee (checks only), must be returned to Kitty Clark, DCED, 14 N. Potomac Street, Suite 200A, Hagerstown, MD 21740.

Questions: kclark@hagerstownmd.org; 301-739-8577, x. 116.



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

IMAGINE HAGERSTOWN - Food Vendor Application

For best consideration, please return this application no later than March 15, 2019.

Business Name: _____

Contact Person: _____

Tax #: _____

Non-Profit Organization? yes no

Phone: _____ **Email:** _____

Mailing Address: _____

List of food items to be sold: _____

Date(s) you are applying to vend on (check all that apply):

Friday, June 7, 6-9 pm (University Plaza)

Saturday, June 8, 12-5 pm (Cultural Trail)

Friday, June 14, 6-9 pm (University Plaza)

Saturday, June 15, 12-5 pm (Cultural Trail)

Friday, June 21, 6-9 pm (University Plaza)

Saturday, June 22, 12-5 pm (Cultural Trail)

Friday, June 28, 6-9 pm (University Plaza)

Saturday, June 29, 12-5 pm (Cultural Trail)

How much total space do you require? _____ feet x _____ feet

Size of your Tent (if applicable): _____

(Note: Vendors must bring their own tent, tables, and chairs; City does not provide set-up materials)

Are you operating out of a food truck? yes no

Will you use a fuel for cooking or other purposes? yes no

(Note: No electricity is available on the Cultural Trail. Only limited electricity is available at University Plaza).

If yes, what is the fuel type? _____

Describe fuel storage/dispensing container: _____



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

IMAGINE HAGERSTOWN FOOD VENDOR REQUIREMENTS/RESTRICTIONS

- Vendors are responsible for providing their own set-up (chairs, tables, tents, etc.).
- Motorized vehicles such as campers will not be permitted in the vending area, with the exception of food trucks.
- Set-up times will be supplied when you are accepted.
- Only one food vendor per booth.
- Food vendors may only sell non-alcoholic beverages.
- Food vendors accepted must obtain a temporary food permit from the Washington County Health Department. Vendors must adhere to the rules/guideless of the Washington County Health Department. Contact the Health Department directly to obtain a permit: 240-313-3400; 1302 Pennsylvania Ave., Hagerstown, MD 21742.
- All vendors are responsible for collecting Maryland State Sales Tax.
- 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 beings. If a vendor does not pass inspection, they will be required to make the necessary changes or they will be asked to leave the site without a refund. We request that you give us a copy of each.
- Electricity at University Plaza is extremely limited and is not available at all on the Cultural Trail. The use of electricity must be arranged in advance. Food vendors are strongly encouraged to supply their own alternate cooking fuel (propane, gas, generator, etc.). Vendors are asked to provide noise abatement for generators.
- No water (potable or non-potable) is available. Vendors must provide their own water for cooking and drinking.
- Vendors are responsible for the upkeep and cleanup of their vending areas. All bags shall be tied and placed in the trash area provided by the event. Bags are for trash only.
- Vendors will be responsible for taking away all grease from their vending operation. Dumping grease in the street or storm drain is strictly prohibited. Grease shall be stored in appropriate containers. The City Fire Marshall recommends the use of non-combustible absorbent material on the ground within the vending area to absorb any grease spills. The vendor is required to sweep up this absorbent at the conclusion of the event and dispose of it properly. Do not utilize trash barrels or boxes for loose absorbent. A box lined with a heavy-duty trash bag should work nicely and can be placed beside a trash receptacle for pick-up by the City clean-up crew.



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

- Vendors doing on-site cooking must meet the requirements of the City Fire Marshall (see attachment). Questions should be directed to the Office of the Fire Marshal (301-790-2476).
- The City prohibits the driving of any stakes, nails, etc. into our streets or parking lots for any reason.
- Vendor agrees that if any of these guidelines are not followed, the City of Hagerstown has the right to revoke said vending privileges, close said vendor's stand, and have them removed from the site without refund.
- The City of Hagerstown is not responsible for any loss or accidents that occur during the event.
- All vendors are required to sign a Hold Harmless agreement with the City of Hagerstown (attached below).

I have read, understand and agree to all attached food vendor instructions.

Signature: _____

Date: _____

Return to Kitty Clark, 14 N. Potomac St. Suite 200A, Hagerstown, MD 21740



CITY OF HAGERSTOWN, MARYLAND

Department of Community & Economic Development

CITY OF HAGERSTOWN HOLD HARMLESS AGREEMENT

Lessee/User: _____

Events/Use: _____ *Imagine Hagerstown* _____

Location: (check one or both): _____ University Plaza _____ Cultural Trail

Date(s) of Use: _____

The Lessee/User agrees that it shall indemnify the City of Hagerstown and hold the City of Hagerstown harmless 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 operation and use of the premises. It is further agreed that the Lessee/User shall in addition to holding the City of 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 at Lessee's/User's expense against any and all claims, suits, demands, of whatsoever nature or kind.

Lessee/User

By (Signature and Titles)

Date: _____

Street: _____

City, State, Zip: _____

Telephone: _____

Witness: _____

Return to:

Kitty Clark
Community Events Coordinator
City of Hagerstown
14 N. Potomac Street, Suite 200A
Hagerstown, MD 21740
kclark@hagerstownmd.org



HAGERSTOWN FIRE DEPARTMENT
CITY OF HAGERSTOWN
25 West Church Street
Hagerstown, Maryland 21740



301-790-2476

FAX 301-797-7448

COMMERCIAL COOKING EQUIPMENT

Mobile Cooking Units

Cooking equipment used in fixed or mobile concessions, such as trucks, buses, trailers, or any form or roofed enclosure shall comply with NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*.

NFPA 96, General Requirements.

4.1.1 Cooking equipment used in processes producing smoke or grease-laden vapors shall be equipped with an exhaust system that complies with all the equipment and performance requirements of this standard.

10.1.1 Fire-extinguishing equipment for the protection of grease removal devices, hood exhaust plenums, and exhaust duct systems shall be provided.

10.1.2 Cooking equipment that produces grease-laden vapors and that might be a source of ignition of grease in the hood, grease removal device, or duct shall be protected by fire-extinguishing equipment.

10.10.1 Portable fire extinguishers shall be installed in kitchen cooking areas in accordance with NFPA 10 and shall be specifically listed for such use. (Class K)

12.1.1 Cooking equipment shall be approved based on one of the following criteria:

- (1) Listings by a testing laboratory
- (2) Test data acceptable to the authority having jurisdiction

12.1.2.1 All listed appliances shall be installed in accordance with the terms of their listings and the manufacturer's instructions.

12.1.2.2 Cooking appliances requiring protection shall not be moved, modified, or rearranged without prior re-evaluation of the fire-extinguishing system by the system installer or servicing agent, unless otherwise allowed by the design of the fire-extinguishing system.

Commercial Outdoor Cooking Operations Using Canopy or Tents

These requirements apply to commercial outdoor cooking operations such as those that typically take place under a canopy or tent-type structure at fairs, festivals, and carnivals. This includes, but is not limited to, deep frying, sauteing, and grilling operations. (NFPA 1, section 50.2.1.10 State amended)

GENERAL SAFETY REQUIRMENTS

All electrical cords shall be maintained in a safe condition and shall be secured to prevent damage (NFPA1, 50.2.1.10.4.1 state amended).

Movable cooking equipment shall have wheels removed or shall be placed on blocks or other wise secured to prevent movement or the appliance during operation (NFPA1, 50.2.1.10.4.2 state amended).

LP GAS FUEL REQUIREMENTS

LP gas tank size shall be limited to 60 pounds. The total amount of LP gas on site shall not exceed 60 pounds for each appliance that is rated not more than 80,000 btu/hr. and 120 pounds for each appliance rated more than 80, 000 btu/hr. (NFPA1, 50.2.1.10.2.1 state amended).

Tanks shall be maintained in good physical condition and shall have a valid hydrostatic date stamped (NFPA1, 50.2.1.10.2.2 state amended).

Tanks shall be secured in their upright position condition with a chain, strap, or other approved method that prevents the tank from tipping over (NFPA1, 50.2.1.10.2.3 state amended).

Tanks shall be located so that they are not accessible to the public. LP gas tanks shall be located at least 5 feet from any cooking or heating equipment or any open flame device (NFPA1, 50.2.1.10.2.4 state amended).

All LP gas equipment shall be properly maintained and comply with the requirements of NFPA 58 (NFPA1, 50.2.1.10.2.5 state amended).

Regulators: Single-stage regulators may not supply equipment that is not rated more than 100,000 btu/hr. rating. Two -stage regulators shall be used with equipment that is rated more than 100,000 btu/hr. (NFPA1, 50.2.1.10.2.6 state amended).

*For questions on other safety requirements contact the
Hagerstown City Fire Marshal's office at 301-790-2476.*