



December 11 and 12, 2020
Vendor Packet

Dear Vendor:

Main Street Hagerstown is excited to present the Christkindl Markt in the University Plaza in downtown Hagerstown for the fourth year! This year we are expanding the event from a weekend event, to a Friday Night and all-day Saturday! This will allow patrons to enjoy festival food, music, and entertainment, while enjoying the many offerings that downtown Hagerstown has to offer on Friday and Saturday. 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 two day event will allow patrons to enjoy a variety of hand crafted and artisan items that local vendors have to offer. A large part of making this event successful is having a great variety of vendors and products so that attendees can view a wide range of offerings. If you are a food vendor or are selling baked goods, please itemize your intended offerings so we can assure that guests can choose from a wide variety of goods assuring all of our vendors great sales opportunities.

This year the Christkindl Markt will take place on Friday, December 11, 2020 from 3 p.m. to 8 p.m. and Saturday, December 12, 2020 from 10 a.m. to 8 p.m.

We invite you to be one of the Christkindl Markt's 2020 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 Friday, October 30, 2020 and space is limited. WE are offering an Early Bird Special for applications that are submitted with payment by July 1, 2020. Please see below. 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. Vendor interest is strong and categories will fill up quickly. Once your application and payment has been accepted, we will follow up with event logistics information closer to the event. If you have any questions, please contact the City of Hagerstown's Department of Community and Economic Development at 301.739.8577, dced@hagerstownmd.org, or via our Facebook page at www.facebook.com/HagerstownMainStreet.

Please note: If you would like to offer a **door prize** at the Markt, it must be listed on your contract. We will make announcement of winners throughout the two days of the Markt and you will bring the actual item to the event and keep it at your booth.

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,

The Christkindl Committee
Main Street Hagerstown

INFORMATION SHEET

2020 Christkindl Markt

Hagerstown, Maryland

DATES: Friday, December 11, 2020 & Saturday, December 12, 2020

COST: The cost for (1) 10' x 10' space is \$125. This fee is non-refundable.
(if you plan to use (2) 10'x10' spaces you are required to pay an additional \$125)

**Early Bird Special of \$100 if you apply and pay before July 1, 2020*

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
Friday, December 11, 2020 from 3 p.m. to 8 p.m.
Saturday, December 12, 2020 from 10 a.m. to 8 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 **Friday, October 30, 2020**. Spaces will be assigned on a first-come basis based on vendor's compliance with the standards and philosophy of Main Street Hagerstown.

EARLY BIRD SPECIAL:

This 4th year we are seeing increased interest in Christkindl. To ensure that you will not miss out, we are therefore offering each space for \$100 if you return your signed application with payment by July 1, 2020 to reserve your space(s).

2020 Christkindl Markt Application Form

Complete and return by October 30, 2020

Department of Community and Economic Development Elizabeth
Hager Center, Suite 200A
14 N. Potomac St. Hagerstown,
MD 21740_
dced@hagerstownmd.org

Make checks payable to: City of Hagerstown

The fee for (1) 10 foot x 10 foot space is \$125.00. This fee is non-refundable. (if you plan to use (2) 10'x10' spaces you are required to pay an additional \$125) **There is an additional \$50 if you require dedicated electricity access, ex. more electricity than can be run by a shared unit.**

Application submitted by July 1, 2020, Early Bird Pricing of \$100/spot _____

I will offer a door prize of the following nature: _____

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 and 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

Will you be bringing a generator to provide your electricity? ___ Yes ___ No

If so, # amps _____ and # of volts _____

There is an additional \$50 if you require dedicated electricity access, ex. more electricity than can be run by a shared unit.

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:
Department of Community and Economic
Development
City of Hagerstown
Elizabeth Hager Center
14 N. Potomac St. – Suite 200A
Hagerstown, MD 21740

VENDOR INSTRUCTIONS

2020 CHRISTKINDL MARKT AT UNIVERSITY PLAZA

HAGERSTOWN, MARYLAND

Detailed below are guidelines for vendors wishing to participate in the 2020 Christkindl Markt in Hagerstown, Maryland.

HOURS FOR VENDORS

- Friday, December 11, 2020
- Set up will begin at 12 p.m. for a 3 p.m. Markt start.
- Vendors may secure their belongings in their tent overnight Friday into Saturday. Security will be provided overnight.
- Saturday, December 12, 2020 – 10 a.m. to 8 p.m.
- Vendors should have their booths reset and ready by 9 a.m. Saturday morning.
- 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 decisions about placement of vendors 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. Volunteers will be available for light assistance.
- 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 the space indicated on the application form.
- 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.
- Main Street Volunteers and/or City Staff will not be providing security of your items. They will be onsite for set-up and take down up to an hour. Please note that during set up and take down you may be alone if you arrive early or take more time to pack up.