

ARBUTUS ARTS FESTIVAL-SUNDAY, MAY 17th, 2020

10am-5pm

January 2020

Dear Concessionaire:

Thank you for your interest in being a food vendor at the 2020 Arbutus Arts Festival. This award winning community event draws people from all over Maryland and surrounding states. This will be our 47th year!! Please review the information below, as some requirements have changed.

Concession fee: Non Profit/ \$100.00 For Profit/\$250.00 Electric/\$20.00

Requirements/Participation Information

1. All concessions must complete an application, include a photo of their stand and send registration fee for the space. Deadline for concession registration-**March 1, 2020** ALL VENDORS NEED TO APPLY AND BE APPROVED, INCLUDING RETURNING CONCESSIONS. Due to overwhelming response for concessions, it will be "first come first serve" basis except for the concessions that pre-registered already. No duplication of food vendors or food items.
2. Please have whomever is pulling your permit apply to renew their yearly license in February so that they will receive it early and not wait until everyone must have it by March 31st.
3. Food vendors are required to comply with all State of Maryland and County health regulations: copies of license and Liability Insurance must be provided. **All food vendors are required to apply for a One Day Temporary Food Service Facility Permit in order to participate in the Festival. Permits can be obtained through Baltimorecountymd.gov/agencies/permits. The permit application can either be mailed or faxed back to Baltimore County Government- Dept. of Health at 410 887-3663. Please provide us with the name the permit will be filed under.**
4. Please check the website to be sure you have the current application and the correct amount due.
5. Workmen's Compensation page must be completed and returned with your application or it will be delayed. If you don't have any employees for that day then check the box indicating that or write "there are NO employees" on the document.
6. Concessionaires are required to maintain booth in a neat and orderly fashion. Food vendors are to have enough food for the entire event, remain open and clean up at the end of the day.
7. All Vehicles must be unloaded and off the street by 6:30 AM with set-up in progress.
8. **Concessions are required to furnish their own drinks and ice. Beverage prices are set at \$2.00 for water and all sodas, per serving for all stands. Size should be 16 oz. bottles. There is no sponsored beverage company.**
9. **Important Deadlines:**

March 1st - registration, photo and fee due - mail to

Checks Payable to: Arbutus Arts Festival

Mail to: Arbutus Arts Festival – Attention: Concessions

P.O. Box 7459, Baltimore MD 21227

April 30th- copy of temporary permit & insurance certificate due date or late fee in the amount of \$20.00 will be charged.

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Approved Concessions will receive confirmation to participate no later than **March 15th, 2020**

10. Locations of space will be assigned prior to event by event committee, space #, map and directions will be emailed no later than May 1st.
11. Any questions can be directed to the Arts Festival phone line at 443-833-4548 or email to arbutusartsfestival@gmail.com