

ST. LEONARD VOLUNTEER FIRE & RESCUE COMPANY 7

2018 Community Concert Series

Dear Community Member:

How would you like to be part of one of the most exciting events in Calvert County; the St. Leonard Volunteer Fire Department Community Concert Series? Since 2005, we have brought the biggest names in music to our small town; we also bring big crowds to our venue. We are excited to tell you that we have three great shows scheduled this year; Friday, May 25th, Saturday, July 21st, and Friday, August 17th. Don't pass on your chance to be part of this excitement!

As our concerts have grown in popularity, so has the demand for space for food vendors. We have developed an application for businesses interested in selling food at our concerts. All applications will be reviewed by the concert committee, and vendors will be selected based on the needs of the facility and crowd expectations.

We will accommodate as many businesses as spacing will allow. Please review the enclosed guidelines. They explain the facility requirements, fees, expectations, etc. If your business is interested, please return the enclosed application to the address. Upon receipt of your application, we will notify you if your application is selected. Vendors will have 5 days from date of notification to make payment in full.

If you have any questions, or need additional information, please feel free to contact me.

Thank You,
Daniel Baker III
Vendor Coordinator
410-610-3311
concerts@slvfd.org

**PO Box 101
200 Calvert Beach Road
St. Leonard, MD 20685
410-586-1713**

SLVFD COMMUNITY CONCERT SERIES

FOOD VENDOR GUIDELINES

VENDOR SELECTION

The concert committee will review all applications as they are received. Vendors will be selected based on food they are selling, ability to serve a large crowd, and the amount of space they will require. The number of vendors selected will depend on the amount of space available for the concert. All applicants will be notified of acceptance upon receipt of the application. Payment is due within five (5) days of notification of acceptance of application.

FOOD SELECTION

Vendors must submit a list of the food items they wish to sell along with a price list. When possible, SLVFD will not duplicate food sales amongst the vendors. For example, only one group will be selling hot dogs, etc. Vendors will only be permitted to sell items listed on their application. ALL drinks, including soda, water and alcohol, will be sold by SLVFD. Upon request, vendors will be notified of the status of ticket sales one week prior to each concert.

VENDOR AREA

Each vendor will be assigned a space of approximately 12' x 12'. On your registration form, please indicate the size of space needed (one space, two spaces, etc). 120v electricity will be provided to each site. Vendors are responsible for their own tents, lighting under tents, electrical cords, tables, chairs, potable water, etc.

VENDOR STAFF

Each vendor is required to identify the number of workers they will be bringing with them to staff their booth. (Unreasonable requests will be denied.) SLVFD will issue wristbands for workers to be worn during the event. Wristbands will allow access to the concert prior to and during the event. All vendor staff will be required to wear their wristband to enter the concert grounds and during the time they are on the concert grounds. Each vendor must designate one person as the contact person for the organization. Wristbands will be issued to the point of contact the week prior to the show.

SET UP and TAKE DOWN

Vendors are responsible for setting up and removing all items from their assigned space. This includes trailers, booths, tables, trash, etc. **SLVFD has a dumpster at the firehouse where vendors can deposit their trash after the event.** Vendors that fail to clean their area upon leaving will be not be allowed to return for the remainder of the series and will be replaced with another vendor. It is preferred that items be set up one day prior to the concert. If this is not possible, the group may set up the day of the event. If vehicles need to enter the concert area to be unloaded, they must be removed from the concert area at least 2 hours prior to the time the gates open (Example: If gates open at 5pm, Show starts at 7 pm, vendors must be set up and all vehicles removed by 3 pm.) **NO EARLY TEARDOWNS. Vehicles will not be permitted to reenter or exit the concert grounds until the grounds and gates have cleared of patrons.**

FOOD VENDOR GUIDELINES

Continued

ADVERTISING

Vendors will only be allowed to advertise for own their organization. No advertising for any other groups unless they are an approved paying sponsors for the SLVFD concert series.

VENDOR FEES

Businesses participating in sales will be charged a fee of \$600 for the rental of the 12' x 12' space. This fee covers the entire concert season. If selected, the fee will be due within five (5) days of notification of acceptance of application. Fees are non-refundable once the application has been accepted by SLVFD.

INSURANCE/HEALTH DEPARTMENT REQUIREMENTS

Vendors must be covered by their own insurance policy while participating in the event. Once vendors have been notified that they have been selected, vendors must provide SLVFD proof of insurance by providing a Certificate of Insurance listing St. Leonard Volunteer Fire and Rescue as the Certificate Holder and additional insured. Certificate must be provided to SLVFD within 10 days of notification. All vendors **must have a Food Facility permit** and must meet the Calvert County Health Department requirements, which can be found on their website (www.calverthealth.org). Click on the Community Service tab, Environmental Health Services and then Food Services.

SLVFD COMMUNITY CONCERT SERIES FOOD VENDOR APPLICATION

Please complete the following application, and return it to:

St. Leonard Volunteer Fire Dept.

Attn: Concert Committee or email to – concerts@slvfd.org

PO Box 101

St. Leonard, MD 20685

BUSINESS/ORGANIZATION NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE NUMBER(S): _____

EMAIL ADDRESS: _____

PLEASE CIRCLE TYPE OF SPACE: Food Trailer Booth

SIZE OF SPACE REQUESTED: (12' x 12' is standard size provided) _____

INDICATE THE NUMBER OF WORKERS YOU WILL NEED AT YOUR BOOTH: _____

Can you commit to all concert dates? Yes No (Circle dates you can make)

Shows confirmed: – Friday, May 25th, Saturday, July 21st, and Friday, August 17th

Please list food items and pricing you plan to sell:

_____	_____
_____	_____
_____	_____

Please list electrical items you will be using, along with the requirements for each such as voltage and phase:

Please indicate any special needs below:

_____ Initial & Date

IN SUBMITTING THIS APPLICATION I AGREE THAT THE St. Leonard Volunteer Fire and Rescue, Company 7, SLVFD, and THEIR OWNERS, OFFICERS, AGENTS, EMPLOYEES, VOLUNTEERS, AND/OR MEMBERS WILL NOT BE HELD RESPONSIBLE FOR LOSS OR DAMAGE TO ANY WORK, PERSONAL INJURIES OR OTHER DAMAGE, NOR WILL I, THE VENDOR OR MY EMPLOYEES OR AGENTS BE A PARTY TO ANY LEGAL ACTION AGAINST SAME. THE SLVFD RESERVES THE RIGHT TO REMOVE OR REFUSE ANY VENDOR, WITH OR WITHOUT CAUSE. THERE WILL BE NO REFUND OF FEES FOR ANY REASON. I HAVE READ, UNDERSTAND, AND FURTHER AGREE TO ABIDE BY ALL GUIDELINES SET BY THE SLVFD ORGANIZERS.

SIGNATURE _____

Date_____

PRINTED NAME _____

Please make check payable to: **St. Leonard Volunteer Fire and Rescue**

Mail completed form to:

St Leonard Volunteer Fire Department

Attn: Concert Committee

P.O. Box 101

St. Leonard, MD 20685

Or Email completed form to: **concerts@slvfd.org**

_____Initial & Date