



2018 Food Vendor Guidelines

In September 2018, the National Folk Festival will celebrate its first year in Maryland! Salisbury will come alive for three days of **FREE** outdoor music, non-stop dancing, family activities, storytelling, craft demonstrations, parades, regional and ethnic foods, and so much more!

**We are now accepting food vendor applications for the 2018 National Folk Festival
September 7, 8 & 9, 2018 – downtown Salisbury, MD
Application Deadline: Friday, March 16, 2018**

The National Folk Festival seeks food vendors that can provide high quality, diverse, efficient, friendly service to thousands of festival-goers. The Festival prioritizes featuring a variety of regional and ethnic foods, as well as classic festival fare that will take diners on a culinary journey around Maryland, the United States, and the world.

Your application will be reviewed by a committee based on the following criteria:

- product quality & uniqueness
- previous experience serving festivals and/or large crowds
- overall presentation
- business location (local/regional vendor)
- productivity (ability to serve large numbers of customers in a short period of time)

Food vendors will be chosen for the following food vendor categories*:

- Ethnic Foods
- Maryland/Delmarva Regional Foods
- Snacks/Desserts
- “Fair” Foods
- Other Main Dishes
- Specialty Beverages

***Note:** All vendors will be given an opportunity to tell the committee about any specialty items on their menu. This is your opportunity to tell us what you do really well. This is especially important for vendors who have large menus that may cover multiple categories. We want to know what your specialty is!

The following are the festival’s food vendor guidelines. **Please read the guidelines thoroughly before you start filling out your application.** Submit your application online at

<https://nationalfolkfestival.slideroom.com/#/permalink/program/41446/Qwv2ofg578>

The application must be submitted with a non-refundable \$35 application fee.

Please contact the Festival at food@nationalfolkfestival.com if you have any questions. We look forward to reviewing your application!

Sincerely
Caroline O’Hare
Local Manager
National Folk Festival



NATIONAL FOLK FESTIVAL

2018 Food Vendor Application Guidelines

September 7, 8 & 9, 2018

IMPORTANT DATES:	
Application Deadline	March 16, 2018
Notification of Acceptance by Email	April 13, 2018
TFSL Permit Application Due to Wicomico County Health Department	April 27, 2018
Deadline for Power Orders, Operation Specifications & Promotional Information	April 27, 2018
Festival Emails Contracts	Late May/Early June
Deadline for Submission of fully-executed Contract and Vendor Fees	June 15, 2018
Cancellation for Refund	July 13, 2018
Participation Details Emailed to Vendors	August 20, 2018
78 th National Folk Festival	September 7-9, 2018

APPLICATION PROCESS

Applying vendors are required to submit the following by March 16, 2018:

- A **completed and successfully submitted food vendor application**.
 - Applicants will receive email confirmation of their successful submission. If you DO NOT receive a confirmation, your application was not successfully submitted and therefore will not be considered. It is the vendor's responsibility to ensure a successful application has been submitted.
 - Festival organizers may request clarification; failure to provide requested clarification is grounds for rejection.
- At least one **current photograph** of their food vending operation.
- At least one **current photograph** of their food and/or specialty beverage.
- A **non-refundable \$35 application fee** must be submitted with your online application by credit card.

Additional Application Information

- Application does not guarantee acceptance.
- Vendors must apply each year in order to be considered. Acceptance in 2018 does not guarantee acceptance in future years.
- Failure to meet application deadline may result in rejection of application.

Selection Process

The number of food vendors selected for the 2018 National Folk Festival will depend on the final site design layout. The Festival anticipates that with good weather, between 60-80K individuals will attend over the course of the weekend and that between 30 and 35 vendor spots might be available to meet the demands of this crowd size.

- All food vendors are reviewed by a committee. Applications are rated on product quality & uniqueness, previous vending experience serving festivals/large crowds, overall presentation, and business location (local/regional vendor). Please provide clear photos of your product and vending space so that your foods and business are represented to our committee accurately.
- Food vendors will be chosen for the following food vendor categories: Ethnic Foods, Maryland/Delmarva Regional Foods, Snacks/Desserts, "Fair" Foods, Other Main Dishes, and Specialty Beverages.
- The Festival may limit specific types of food or beverage to ensure a wide selection of items for festival-goers.
- Applicants will receive notification by email regarding acceptance or rejection by April 13, 2018.
- The National Folk Festival reserves the right to deny any application without explanation.

FOOD VENDING AT THE NATIONAL FOLK FESTIVAL

Vendors selected to participate in the National Folk Festival will receive an acceptance notification by April 13, 2018. This notification will include a link to the application for a Temporary Food Service License from the Wicomico County Health Department. Deadline for submitting TFSL permit application to the county is April 27, 2018. You can download the TFSL application here: [TFSL Application](#).

In early April, the Festival will send accepted vendors a request for detailed vending & operations information including Electrical Specifications, Refrigeration/Freezer Request, Beverage Order Estimation, and Promotional Information.

After permits have been verified and additional information collected, the Festival will generate contracts that will be sent by email in late May/early June. Signed contract and fee payment will be due by June 15, 2018.

Food Vending Hours of Operation

- Festival Vending Hours:
 - Friday: 5:00pm to 10:30pm
 - Saturday: 11:00am to 10:30pm
 - Sunday: 11:00am to 6:30pm
 - Vending hours may vary slightly from overall Festival hours, depending on assigned food vending location.
 - There may be a limited number of opportunities for a food vendor to operate on Saturday and Sunday only.
- Booths must be staffed and serving to the public during all contracted hours of operation.
- The festival goes on **rain or shine unless extraordinary weather presents a safety issue**. All vendors are expected to be open during the hours listed above unless they are notified by Festival personnel.
- Food vendors may continue to sell up to a ½ hour after the last performance at your location.

Vendor Fee Pricing & Payment

Food vendor space is allocated by the frontage foot. Standard booth spaces are 10 frontage feet and 20 frontage feet. All food vendor spaces are 20 feet deep. A 10 frontage foot space leases for \$800; a 20 frontage foot space leases for \$1100. Each additional frontage foot used beyond 20 feet leases for an additional \$55. See chart below for easy reference.

For food trucks, frontage foot allocation is based on the bumper to bumper length plus three feet.

For trailers, frontage foot allocation is the total length including *tongue*, plus three feet.

For food operations that have a unique footprint that can't fit in these dimensions it may be possible to negotiate a special space allocation and fee.

Frontage feet	10	20	21	22	23	24	25
Fee	\$800	\$1100	\$1155	\$1210	\$1265	\$1320	\$1375
Frontage feet	26	27	28	29	30	31	32
Fee	\$1430	\$1485	\$1540	\$1595	\$1650	\$1705	\$1760

- The fee for on-site electricity will depend on usage. Accepted vendors will submit electrical service order and payment online, post acceptance. See the Electricity section of these guidelines for more details.

Refunds

- No refunds for cancellations after **July 13, 2018**.
- No refunds for inclement weather.

Permits

If you are accepted by The Festival as a food vendor, you are responsible for obtaining a Temporary Food Service License (TFSL) from the Wicomico County Health Department (WCHD) before receiving a contract with the National Folk Festival. You can review some of the basic requirements by clicking the following link: [Health Department Food Service Information](#). Contact Diane Waller, WCHD, at dianer.waller@maryland.gov with any questions about Health Department regulations.

- You will be sent a link to a Temporary Food Service License (TFSL) Application once accepted. The TFSL *and* \$75 permit fee payment should be sent directly to the WCHD. Vendors must submit their TFSL application to the WCHD by April 27, 2018.
- If you are currently a permitted Wicomico County FOOD TRUCK, you are exempt from the need for applying for another TFSL. You ARE still required to inform Diane Waller at the WCHD (dianer.waller@maryland.gov) that you have been selected to be a food vendor.
- All other Wicomico County permitted Mobile Food Units, such as a Trailer or push cart are required to obtain a TFSL from WCHD. Any Food Truck that is not a Wicomico County permitted Food Truck will be required to get a TFSL from the WCHD.

Inspections

- All vendor booths/food operations serving cooked items will be inspected by a Wicomico County Health Inspector and a City of Salisbury Fire Marshal.
- Inspection schedule:
 - Wicomico County Health Inspection: Inspection will be conducted upon completion of set-up, no later than 3:00pm on Friday, September 7, 2018. We encourage Vendors to be ready for inspections between 2-4pm.
 - Fire Marshal: All vendor booths/food operations (including food trucks and trailers) cooking food will be inspected on Friday, September 7, 2018. For those vendors/food operations that are only operating on Saturday, September 8, and Sunday, September 9, 2018, fire inspection will take place on Saturday, September 8, 2018.
- Vendors will not be permitted to begin their vending operations at the Festival until their food and vending operation has been inspected and determined to be in compliance with Wicomico County Health Department regulations and Fire Code.

Vendor Placement

- The Festival will assign booth locations to each vendor. Please understand that food vendor placement and the location of Festival food courts are subject to change if there are changes to the Festival site.
- No space will be held without both a completed contract and full payment of the contract fee.
- The following factors impact food vendor placement on the festival site:
 - Booth type
 - Fuel type
 - Electrical needs
 - Booth layout & dimensions
 - Menu - *The Festival's goal is to limit the number of vendors that sell the same type of food (Vietnamese, Indian, etc.) or similar menu items (pulled pork, hamburgers, etc.) and to place vendors who sell similar types of food and/or menu items in different food courts.*
 - Vehicle Specifications (food trucks and trailers only) - *Because food trucks and trailers have unique needs and come in irregular sizes, they may be located separately from traditional food booth locations.*

Space Details

- Vendors may not trade, switch, or set up in another area, without approval from the Festival.
- Parking spaces will be provided for a maximum of two support vehicles.
 - These are to be used for refrigeration and/or dry goods storage. Support vehicle parking will be in the vicinity of the food court to which you are assigned but not necessarily adjacent.
- Vendors are responsible for providing staff. Parking for staff is the responsibility of the vendor.
- Vendors are responsible for providing push carts/hand trucks for moving supplies onsite, including beverages and ice purchased from the Festival.

Set up

- If you have a food trailer, you **MUST** arrive and move into position between 10am and 6pm on Thursday, September 6, 2018, unless special arrangements are requested and approved in advance.
- If you are using a food truck and vending all three days, you **MUST** arrive and move into position by 11am on Friday, September 7, 2018.
- If you are using a food truck on Saturday/Sunday only, you **MUST** arrive and move into position by 8:30am on Saturday, September 8, 2018.
- If you are vending from a tent, you **MUST** arrive for set up no later than 12pm on Friday, September 7, 2018.
- Each food vendors must have completed their Health Department and Fire Marshal inspections before starting any onsite food preparation.

Booth Operations Guidelines

- Vendors must restrict all activities to their booth space (paid for frontage feet and a depth 20').
- Condiment push carts and beverage coolers are the only things allowed in front of food vendor booths, and must remain within the boundaries of the vendors' assigned space.
- Vendors may not advertise outside of their booth space. (This includes but is not limited to: the use of rovers, fliers, menus, and sandwich boards.)
- Vendors are not permitted to provide free sampling of food or beverage items.
- Space-sharing or subletting will not be permitted, nor can the vendor assign the contract to another party.
- Vendors must maintain a separate service line for Performers and Staff. Festival staff and performers should be given expedited service in taking and fulfilling their orders. The Festival will provide signage for this line.
- Vendors must accept festival scrip tickets from Performers and Staff for which you will be reimbursed.
- Raffles are not allowed.
- Camping is not allowed on the festival site.
- Generators are not allowed. Exceptions *may* be made on a case-by-case basis for food truck operations.
- Playing music from your booth is prohibited.
- There will be overnight security provided by the festival on Friday and Saturday. However, fixtures and materials are left overnight at the vendors' risk. The Festival's insurance will not cover personal property; vendors must obtain their own insurance.
- Vendor is responsible for a clean booth area, free of debris.
- Vendors should furnish sufficient change for their sales transactions. The Festival cannot provide change to vendors.
- Vendors are responsible for providing their own nighttime lighting.
- Vendor support vehicles will not be allowed to enter the site until after 10:30pm on Friday, September 7, and Saturday, September 8, and after 7:00pm on Sunday, September 9, 2018.
- All waste water must be disposed of in festival-provided grey water containers.
- All waste cooking fats must be disposed of in festival-provided waste oil containers. No waste cooking fats can be disposed of in regular trash.
- In the event of a dispute, the decision of the Festival organizers will be accepted as final.

Booth Covering

- Vendors bringing their own canopy/tent need to provide proof that the canopy/tent is compliant with state/county/city regulations for flammability. The Fire Department will require a sewn-in label on the fabric or the manufacturer's certification of flame treatment or the label from the product used to treat the material. Tarps are not an acceptable canopy.
- If you are accepted as a festival vendor and are using your own tent you must submit photographic proof to the food coordinator that your tent meets the fire proofing requirement prior to the signing of your contract. This is independent of providing proof to the Fire Marshal at the time of your onsite inspection.
- All tents must comply with the City of Salisbury Fire regulations, using flame-retardant materials meeting Fire Department codes. The City of Salisbury Fire Marshal oversees Fire Safety and Suppression requirements for mobile vendors. For more information, contact ECramer@salisbury.md.
- Vendors needing a rental tent MUST rent directly from the Festival. Rental tents and tent vendors NOT approved by the Festival will NOT be allowed access to the Festival site. You must submit your request for tent rental to the festival food coordinator no later than Friday, August 10. The festival will reserve your tent and arrange for its setup. Your cost will be a straight pass-through and you will be billed by the festival as a part of your final settling of accounts.

Menu & Signage

- Only menu items approved by the Festival Food Vendor Coordinator and by the Wicomico County Health Department may be sold at the Festival.
- Vendors must list on their application **ALL** items they wish to sell. No new items will be considered for approval after April 27, 2018. Items not approved may not be sold and must be removed from vendor's booth.
- Non-food items may not be sold.
- In the interest of presenting as wide a selection of food and menu items as possible, the Festival office may limit a specific type of food or beverage item.
- Vendors are not granted exclusive rights to sell any particular item.
- Changes/additions are only allowed with pre-approval by the Festival prior to June 15, 2018.
- In an effort to maintain a professional level appearance and feel among all vendors, all signage and menu boards must be of standard condition. Hand-written signage will be permitted on a case-by-case basis, and must look nice and be readable. Vendors must request permission to use hand-written signage and if granted permission, vendor must not alter their signs/menus to items that deviate from what was approved in their acceptance into the Festival.
- All menu signage must include pricing and must be easy to read.
- Gluten-Free, Dairy-Free and Vegan items should be listed on a second menu sheet to make it easy for people with dietary restrictions to locate these menu items.
- If the vendor serves raw or under cooked animal foods then they need to have posted, *"Consuming raw or undercooked animal foods may increase your risk of contracting a foodborne illness, especially if you have certain medical conditions."*

Marketing

All Festival food vendors will receive the following marketing benefits:

- A listing on the Festival's website, with a link to the vendor's website (if submitted).
- A listing in the Festival's Official Program Guide (50,000+ copies printed and distributed).

- A list of vendors carrying Gluten-Free, Dairy-Free and/or Vegan items, along with their location, will be posted on the Festival's website or Facebook page.
- All promotional information must be submitted by April 27, 2018.

Health & Safety

- Any vendor not complying with City, County and State regulations will be immediately closed down and not permitted to return for future Festivals.
- Food production techniques must meet City, County and State statutes.
- Vendors must comply with all federal, state, and local health regulations. For more information, contact the Wicomico County Health Department at 410-546-4446 or visit their website at <https://www.wicomicohealth.org/index.aspx?pageid=136>.
- Vendors must comply with Festival guidelines for the disposal of greywater, grease, and hot coals.
- All vendors must have a portable fire extinguisher that has an affixed current inspection tag that carries a minimum of a 2A-10B or 2A-10B(C) rating. Those vendors using cooking oil, fats, or greases in a deep well fryer or cook top are required to have a Class K fire extinguisher. Residential extinguishers are NOT acceptable.
- All propane tanks must be firmly secured on a hard, non-combustible surface that cannot be knocked over. Vendors must supply their own surface on which to secure tanks; the ground alone does not qualify. Bungee cords are not an acceptable form of securing propane tanks.
- Propane tanks need to be 10 feet away from electrical meters, open flame, freezers and refrigerators and per Fire Code, 10 feet from your tent.
- All food vendors will be provided a potable water hook up within 100' of their booths. **All vendors are responsible for providing their own food-grade hose.**

Fire Code Requirements

- **ALL** food vendors must comply with the codes for combustibles, canopies, fuel tanks for cooking, fire extinguishers, and solid fuel.
- Due to fire code restrictions, the spaces between vending operations may not be used for seating or storage. These are to remain open air areas.

Electricity

- The fee for on-site electricity will depend on usage.
- The first 20 amp/120V circuit of electricity is included in the basic vendor fee. Additional needs/requests for electricity beyond this base amount must be included the application.
- The fee structure for additional electricity beyond the first 20 amp/ 120V circuit is:
 - 20 amp 120V (standard 120V plug) - \$25 per additional line
 - 20 amp 120V (NEMA 6-20) - \$75 per additional line
 - 20 amp 120/240 twist lock (NEMA L14-20) - \$125 per additional line
 - 30 amp 240V twist lock (NEMA L14-30) - \$175 per additional line
 - 50 amp 120/240 Cal. Std. twist lock (CS63-65C) - \$200 per additional line
 - 50 amp 240 range plug (NEMA 6-50 or NEMA 14-50) - \$215 per additional line
 - 6-gauge 4 conductor 50 amp cable (Bare ends) - \$215 per additional line
- Approved vendors will fill out an electricity order form to be emailed by the Festival. Vendors will be required to submit the electricity order requirements by April 27, 2018. The Festival will not guarantee electrical service beyond that which is indicated on the order form.
- Vendors must place electrical plugs where the Festival directs them.

- All electrical service connections will be provided to within 30 feet of the vendor space.
- Vendors are responsible for providing their own power cords and power distribution from the service connection to and within their vending space. A 20 amp / 120V circuit requires a 3-conductor 12-gauge power cord with plugs that have functioning ground circuits. Use of 14 or 16 gauge is not acceptable. Cords should be labeled with the business name at both ends. All cords not of acceptable gauge will be disconnected.
- Deadline for changing the power order is July 13, 2018. There is no guarantee that additional hookups will be available other than those preordered and prepaid. Use of power taps, beyond those contracted for, could result in immediate cancelation of vendor's contract.

Refrigeration/Freezer service

- Parking space can be provided for support vehicles for refrigeration and/or dry good storage close to vending operation, but not adjacent to it.
- The Festival may offer refrigeration and freezer service to vendors. This service will carry an additional fee: Exact price and shelf sizes will be determined by the demand estimated by vendors wishing to utilize Festival-provided refrigeration/freezer service. This demand will inform the size of the refrigeration/freezer unit the Festival provides.
- Deadline for providing refrigeration space needs is July 13, 2018.

Beverages & Ice

- The Festival has a sponsorship relationship with a major soft drink and water distribution company. All vendors who wish to sell beverages (including bottled water) must sell the products the Festival supplies through this sponsor contract, UNLESS the Festival deems the vendor's handcrafted drink is a specialty beverage (e.g. lemonade, homemade specialties, tea and coffee, etc.).
- All soft drink and water products must be purchased on-site from the Festival, and sold at the price determined by the Festival. Any full, unbroken cases that are not used can be returned at the end of Sunday, September 9, 2018. The festival will reconcile the amount owed within 5 days after the end of the Festival. If vendor owes Festival, payment will be due by September 28, 2018.
- Ice must be purchased from the Festival on site. The festival will reconcile the amount owed within 5 days after the end of the Festival. If vendor owes Festival, payment will be due by September 28, 2018.

Vehicles on Site

- Vehicles are allowed on-site ONLY during the following times:
 - Friday – until 4:30pm & after 11:00pm
 - Saturday – until 10:30am & after 11:00pm
 - Sunday – until 10:30am & after 7:00pm
- For the safety of the festival's attendees, vehicles are not allowed to move onto or within the site during operating hours. This limitation includes no access during a time window before and after scheduled events, to allow attendees to safely arrive and depart.
- Food Truck Vendors: If you already possess a current Temporary Food Service License (TFSL) from the Wicomico County Health Department (GCHD) you will NOT be required to apply for a Temporary Food Establishment permit. However, you must confirm with us prior to April 27, 2018 that you intend to remove your food truck from the premises in the evenings.

- Food Trailer Vendors: Once in place, food vendors operating from a trailer cannot be moved before the end of the festival on Sunday evening, as there is no space to maneuver support vehicles between food vendors.
- Vendors will receive no more than **two** parking passes for support vehicles such as those that supply refrigeration and/or dry goods storage. Passenger vehicles not being used for refrigeration and/or dry goods storage will not qualify for this parking. Support vehicles will be placed in designated areas as near as possible to their food operation location and will not be permitted to leave the festival site during operating hours.
- Only authorized vehicles may be parked on Festival grounds. Food vendor vehicles are NOT allowed to be parked in undesignated spaces behind or near vendor booths during the Festival.

Booth Clean Up

- Vendors may not dismantle or remove booths before 6:30pm on Sunday, September 9, 2018.
- Be aware that pedestrians will still be present on Festival grounds during tear-down.
- Vendors must take home their entire booths – including mats, tent, storage containers, and decorations.
- All booths must be broken down by 10pm Sunday.
- Any vendors failing to completely clean up their booth areas must pay a clean-up fee and may be disqualified from participation in future festivals.
- Appropriate ground cover should be used in the cooking and food preparation area to ensure that after the festival is over, the ground will be free from oil and food waste contaminants.
- Any vendor locations that require special cleanup after the festival will be billed for the work.

Trash, Recycling, & Grey Water disposal

- Vendors must properly dispose of trash, waste cooking fats, hot coals, cardboard, and grey water as directed by Festival personnel.
- The National Folk Festival aims to minimize its environmental impact by striving towards a zero-waste event. To this end, we intend to implement programs to use recyclable or compostable products in the serving of festival foods to the public. Additionally, we are developing the capacity to collect and sort recyclable materials on site and send them to commercial recyclers. Compostable materials will also be collected and sent to composting facilities. Vendors will be given priority who show a willingness to participate in our recycling and composting programs. Festival personnel will be supporting vendors in this effort.

Taxes & Insurance

- TAXES - Vendors are responsible for all local, state and federal taxes.
 - Vendor acknowledges and understands that they are responsible for sales and use tax and shall in no way hold the City of Salisbury, Wicomico County, or its representative responsible for any type of permits other than for the Festival itself. Vendor is responsible for the acts, and all costs associated with, any and all its employees and volunteers. No Vendor shall hold itself out as an Agent of the City of Salisbury.
 - You will need a Maryland Sales Tax ID number by the time the Festival takes place on September 7, 2018. If you have a Maryland Sales Tax ID number, please include it in your application.

- To look up your sales tax number online, visit: <http://www.marylandtaxes.com/>. There is no fee for this.
- Not having a Maryland Sales Tax ID number at application time will not affect the decision to accept or reject an applicant.
- The Festival does not have separate vendor coverage under any insurance it may maintain.
- INSURANCE - Vendors must provide a certificate of insurance in the amount of \$1,000,000 (one million dollars). The certificate must include language naming indemnified parties as additional insured as respects to the National Folk Festival on September 7-9, 2018. This language will be specified in acceptance documents.
 - The festival disclaims any authority of control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to: obtaining liability and general coverage insurance for vendor-related activities adhering to all local and state ordinances and regulations.
 - The Festival does not have separate vendor coverage under any insurance it may maintain.

Vendors who fail to comply with or repeatedly violate these guidelines may be expelled and/or not invited to apply in future years. The Festival reserves the right to amend these guidelines as needed.

In the event of a dispute, the decision of the National Folk Festival Operating Team will be accepted as final.