

HAGERSTOWN, MARYLAND



Dear Craft or Dessert Vendor:

Imagine a Bavarian Oktoberfest in August. Now imagine that great festival in the heart of Hagerstown, Maryland, a city rich in German heritage and culture. We offer our festival in August to ensure the opportunity to have access to the best music and food available. The *Augustoberfest* celebration offers Bavarian food, music and dance in the tradition of Munich's Oktoberfest. For the 19th year running, City Center Hagerstown will be the host of thousands of people. This two-day event allows patrons to listen to authentic Bavarian bands, watch Bavarian dancers perform traditional dances, taste delicious Bavarian foods and take part in many activities for children and adults alike. A huge part of Augustoberfest is having a variety of craft and dessert vendors offered to the attendees so they may take a piece of their Augustoberfest experience away with them.

Each year the festival and its marketing have grown significantly. The fact that we are in the 19th year of a successful event's existence says a lot about the continued success of marketing, advertising, and ticket sales. This year, Augustoberfest will take place on Saturday, August 23 from 11 a.m. to 10 p.m. and on Sunday, August 24 from 11 a.m. to 5 p.m. We look forward to another year of increased interest and attendance from our community and beyond.

We invite you to be one of Augustoberfest's 2014 craft or dessert vendors. If you are interested in this opportunity, please submit an application to vend at Augustoberfest. Entries are juried by Augustoberfest committee members 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 Monday, April 28, 2014 and space is very limited. Once the openings are filled we will not review further applications. I would encourage you to complete and return the attached vendor application, (and all other required materials), as soon as possible. If you have any questions, please call the Karen Giffin, Community Affairs Manager at 301.739.8577 x116 or Gaela S. M. Shoop, Event Assistant at 301.739.8577 ext. 183

We are confident that you will benefit from participation in Augustoberfest 2014. We look forward to working with you to make this event a tremendous success.

Sincerely,

The Augustoberfest Charitable Foundation

INFORMATION SHEET
2014 Augustoberfest
Hagerstown, Maryland

- DATES: Saturday, August 23, 2014 and Sunday, August 24, 2014
- COST: The cost is \$150 for both days per 10'x10' space.
Half spaces are available to add on to initial 10'x10' space at the cost of \$50 per 10'x5' space.
Please note that dessert 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: City Center Hagerstown
Saturday, August 23, 2014 ~ from 11 a.m. to 10 p.m.
Sunday, August 24, 2014 ~ from 11 a.m. to 5 p.m.
Vendors must attend both days of the festival and may not leave early either day.
- 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 27742
Phone—240.313.3400
- TAX: **ALL** vendors (dessert 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 with vendor fees by **Monday, April 28, 2014**. Spaces will be assigned on a first-come basis based on vendor's compliance with the standards and philosophy of the Augustoberfest Charitable Foundation.

2014 AUGUSTOBERFEST Application Form

Complete and return by April 28, 2014

Gaela S. M. Shoop, Market & Event Assistant
Elizabeth Hager Center, Suite 200A
14 N. Potomac St.
Hagerstown, MD 27740

ALL FEES MUST BE MAILED WITH APPLICATION

Make checks payable to *Augustoberfest Charitable Foundation*

The fee for first 10 foot x 10 foot space is \$150.00 for the weekend. Additional half-spaces will each be \$50.00

Name: _____

Tax #: _____

Address: _____

Telephone: _____ E-mail _____

How do you prefer to be contacted? _____

1. List of products you wish to sell _____

2. Size of space needed:

10'x10' (\$150)= _____ 10'x15' (\$200)= _____ 10'x20' (\$250)= _____ 10'x25' (\$300)= _____

Exact dimensions of setup _____ feet by _____ feet (please include picture of setup)

Do you have a canopy or stand? _____ Yes _____ No

Please give dimensions: _____

Do you sell out of a trailer? _____ How is trailer moved? _____

3. Electricity is available. Do you require electricity? _____ Yes _____ No

If so, # amps _____ and # of volts _____

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
AUGUSTOBERFEST CHARITABLE FOUNDATION
HOLD HARMLESS AGREEMENT**

Lessee/User: _____
Event/Use: Augustoberfest 2014
Location: City Center Hagerstown
Dates of Use: August 23 & 24, 2014

The Lessee/User agrees that it shall indemnify the City of Hagerstown and Augustoberfest Charitable Foundation and hold harmless the City of Hagerstown and Augustoberfest Charitable Foundation 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 Augustoberfest Charitable Foundation 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 Augustoberfest Charitable Foundation 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:
Gaela S. M. Shoop, Market & Event Assistant
City of Hagerstown
Elizabeth Hager Center
14 N. Potomac St. – Suite 200A
Hagerstown, MD 21740