



Caroline Summerfest

For over 21 years, Caroline Summerfest has been an outdoor celebration of arts and entertainment on the grounds and surrounding streets of the Caroline County Courthouse and down to the Choptank riverfront area.

The event will be held over two days. Friday, August 20th evening hours will be from 5:00 p.m. until 10:00 p.m. and Saturday, August 21st from 2:00 p.m. until 10:00 p.m.

The event has attracted up to 10,000 participants in past years.

If you are a non-profit, civic, government, church, or community organization serving all or part of the Caroline County community, please consider participating in this event.

Your organization should consider this year's Summerfest as an important fund raising and public relations opportunity. Public patronage of food concessions, activity and game booths and public information displays at last year's event was excellent!

Do consider being a part of Summerfest 2010. The specifics on booth space - size, cost, location, setup time, etc. - are detailed for you on the attached pages. There are now two separate vendor applications - one for Non-profit General Festival Vendors and the other is for Non-profit Food Vendors.

New to Summerfest? Please feel free to contact us if you have any questions about what will work best for your organization.

Please note that there are some important deadlines:

- ▶ **All applications due June 1, 2010.**
- ▶ **RETURNING VENDORS:** If you are a returning vendor please complete your form and submit by **February 25, 2010** if you would like us to consider maintaining your 2009 booth location.
- ▶ Applications received after June 1st must pay an additional \$20 late fee charge.
- ▶ No applications will be accepted after June 15th.

Summerfest 2010 is shaping into an exciting event. We hope you can be a part of it!

Thank you for your consideration.

Summerfest 2010 Steering Committee
FOR MORE INFORMATION, PLEASE CALL:
410-479-2050
www.carolinesummerfest.com

**2010
CAROLINE SUMMERFEST
FOOD VENDOR INFORMATION**

FESTIVAL

Caroline Summerfest 2010 will be held over two days. This year's Summerfest is set for Friday, August 20th from 5:00 p.m. until 10:00 p.m. and Saturday, August 21st from 2:00 p.m. to 10:00 p.m. It is a large outdoor event located on the grounds and surrounding streets of the Caroline County Courthouse in Denton. In the event of severe inclement weather on Friday, the scheduled activities will be canceled. If this situation occurs Saturday, the Saturday events will be rescheduled for the rain date: Sunday, August 22nd. If a potential safety hazard arises during the operation of the festival, the sponsor reserves the right to cancel the event at its discretion and all booths must immediately close down.

VENDOR

Summerfest "vendors" are limited to non-profit civic, government, church and community organizations serving all or part of the Caroline County community. The opportunity to extend their public relations and or fund raising efforts through this event enhances their organization's community service efforts. Summerfest booth space is not extended to independent food and product vendors as a private for-profit enterprise. This does not apply to the juried craft exhibition in which individual artists are invited to exhibit, demonstrate and sell their handcrafted works.

The Summerfest Committee reserves the right to limit the number of similar food booths in order to maximize variety.

SPACE

Vendors will be assigned one 10' x 10' space, approximately 100 square feet. If space requirements exceed 100 square foot limits, vendors must obtain approval from the Summerfest Committee. Space locations are assigned at the discretion of the Summerfest Steering Committee. Specific location assignments will not be made until after July 1st. The Committee will consider the order in which the applications were received, placement of two-day vendors, special needs requests, utility service requirements and general festival composition in assigning space. The vendor agrees to work only in the space assigned and is responsible for informing their volunteers of their space location and parking restrictions prior to the festival. No advertisements and/or politi-

cal signs, banners, bumper stickers, etc., may be placed outside of the booth space on festival grounds.

CHARGE FOR SPACE

Basic **Food Booth** fee charges for for non-profit, civic, government, church and community organizations

\$125 10' x 10' space (additional \$50 for first time food vendor)

\$250 10' x 20' space (additional \$50 for first time food vendor)

\$ 75 10' x 20' space Crouse Memorial Park

Vendors must provide floor length covering on all sides of the table. Electric service is available for an additional charge of \$25 for two female receptacles and is limited to 110 watts, 20 amp service. Vendors must provide their own 100' heavy-duty, grounded outdoor extension cord to access service. The vendor is responsible for ensuring that all appliances will not blow a 20 amp fuse and further agrees to use electrical outlets only for the appliances stated on the application. Tables can be reserved for an additional \$20 charge each.

Make checks payable to the Caroline County Commissioners.

REFUND OF CHANGES

If a vendor withdraws from the Festival prior to July 15th the vendor will receive a registration fee refund less a \$10 administration charge. No refunds will be issued after this date. Any request for withdrawal and refund must be in writing and submitted to Caroline Summerfest, 13 North Third Street, Denton, Maryland 21629.

CAROLINE COUNTY HEALTH DEPARTMENT PERMIT

All food vendors must submit an application for a permit to operate a Special Class II Food Service Facility along with your application for Summerfest. The permit will be forwarded to the Caroline County Health Department. The Health Department is requiring each food vendor to have a WRITTEN permit to cook and sell food. The actual permit will be issued the day of the event after an inspection is completed by a County Health Inspector. Each vendor must have all of their equipment set up before the County Health Inspector is due to inspect the booths. The County Health Inspector will notify each food vendor if they are required to modify their food preparation area in any way. If you have any questions regarding the permit process or equipment set up

contact the Health Department at 410-479-8045.

Additionally, all food vendors who will be using any type of grease for food preparation (i.e. oil) must have an appropriate ground cover to keep the grease off the sidewalks and streets.

BOOTH SPACE SET UP TIME

Friday set-up: Booth set up will begin at 12 noon on Friday, August 20, 2010. All vehicles involved with set up must enter the festival grounds by 3 p.m. All vehicles must be removed from the area by NO LATER THAN 4:00 P.M. All setups should be completed by 4:30 p.m. Plan to stay and staff your booth until 10:00 p.m. The streets in the immediate vicinity of the festival will be closed off at 3:00 p.m. We will be working to accommodate the drive thru banking traffic. Only vehicles in connection with the exhibits, performers, and emergency vehicles will be allowed to enter onto Market Street, Second Street and First Street around the Courthouse. There is no rain date for Friday's schedule

Over Night Security - Booths may be left set up overnight. The lights surrounding the festival grounds will be left on and around the clock professional security services will be provided. Do not leave valuables.

Saturday set-up: Vendors who elect to set up on Saturday only must plan to follow this schedule: Booth set up will begin at 10:00 a.m. on Saturday, August 21, 2010. All setups must be completed by 1:30 p.m. Plan to stay until 10:00 p.m. The streets in the immediate vicinity of the festival will be closed off at 10:00 a.m. Only vehicles in connection with the exhibits, performers, and emergency vehicles will be allowed to enter onto Market Street, Second Street and First Street around the Courthouse. All other must be removed from the area by NO LATER THAN 12 noon. The rain date is set for Sunday, August 22, 2010 and the same hours will apply. There will be a short term loading/unloading area on Second Street next to M & T Bank behind the Dumpster for use during the event. Absolutely no vehicles will be allowed on the festival boundaries beginning Friday at 4:00 p.m. through Saturday 10:00 p.m. without the Festival Steering Committee authority.

Booths should be operational during the times listed above unless the Steering Committee cancels the event due to a potential safety hazard. Booths can be dismantled after 10 p.m. on Saturday and should be completely dismantled and removed from the site by 11:30 p.m. unless the Vendor coordinates longer storage with the Steering Committee Officials.

At the close of the event on Friday evening and at the conclusion of the event, vendors must clean up the space location including grease removal and place

trash in the dumpster provided.

BOOTH CONTEST

The Caroline County Summerfest Committee sponsors a "Best Summerfest Booth Contest". Each non-profit or civic organization exhibit/vendor is encouraged to use their talents to decorate their booth area and compete for a \$100.00 cash prize. The booths will be judged on creativity and originality. Please check the website for the current Summerfest theme. Each booth will be rated up to 10 points in each of the three categories for a total of 30 points. In the event of a tie, the cash will be split equally. Judging will be completed at the festival on Saturday.

PRODUCT RESTRICTIONS

The sale or distribution of glow bands necklaces and other glow stick products are the exclusive privilege of the Summerfest Steering Committee and their representatives during the 2010 event. Booth vendors are prohibited from distributing or selling these items. Any prizes, such as Snappers, firecrackers or other materials that are judged to be nuisance by festival officials will be prohibited. If you have any questions regarding this potential restriction, ask!!

COURTESY RULES

All vendors will agree that their exhibit/booth will not obstruct the view or otherwise block or interfere with a neighboring exhibit/booth. All vendors will agree to confine their activities to the street or sidewalk space assigned by the Festival Steering Committee. The Festival Steering Committee reserves the right to restrict or prohibit noisy exhibits, offensive odor producing exhibits, or exhibits deemed by the Committee to be inappropriate.

EMERGENCY PREPAREDNESS

Each vendor must keep a flashlight and a 5 pound fire extinguisher at their booth site.

For more information or further assistance, contact the Caroline Summerfest Committee at the Denton Town Office, 13 North Third Street, Denton, Maryland 21629, 410-479-2050.

www.carolinesummerfest.com

Caroline Summerfest



2010

2010 Food Vendor Application

*** The Caroline County Health Department Permit must be returned with this form**

Non-profit Organization Name _____

Phone (Day) _____

Contact Name _____

Phone (Eve) _____

Address _____

Phone (Cell) _____

City _____ State _____ Zip _____

Email _____

Total Space required for booth and equipment (i.e. 10' x 10') _____

Fed Tax ID _____

Festival Fees	
Caroline Summerfest presently offers two types of Booth Spaces for Food Vendors, one 10'x 10' space and one 10'x 20' space. If you required 2 spaces you will need to select 10'x 20'	
\$125.00	10'x 10' _____
\$250.00	10'x 20' _____
\$75.00	Crouse Park _____
\$50.00	First Time Vendor _____
\$25.00	Electric _____
\$20.00	Table, 8' _____
\$20.00	Late Fee (after 6/1) _____
Total Paid	\$ _____

Power Needs

All appliances UL approved and in good working order

110 v Appliances

Type (i.e. Blender)

Number

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total 110v Appliances _____

Menu

List the items you will be selling at the festival:

Menu Items

Selling Price

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Make checks payable to: Caroline County Commissioners
 Mail to: Caroline Summerfest, 13 N. Third Street, Denton, MD 21629

I certify that I have read the Booth Information enclosed and that the information contained in this vendor application is true. I understand that I must have a Caroline County Health Department Permit if I sell food and that I must comply with Maryland Sales tax law. I will be personally responsible to ensure the organization contributes to the festival as detailed in this application and in conformance with the festival vendor guidelines.

Signature _____

Date _____

for office use only:
DATE: _____

PAID \$ _____

Table _____

CK # _____

Electric _____

10x10 _____

10x20 _____

BOOTH AREA
BOOTH NUMBER _____

Important Dates	
Early Submission Deadline:	February 25, 2010
Application Deadline:	June 1, 2010
Confirmation:	July 15, 2010
Festival Dates	Aug. 20, 21, 2010



**Caroline County Health Department
Division of Environmental Health 410/479-8045 (FAX 410/479-4187)**

*Leahel Spencer, M.D., MPH
Health Officer*

*Rebecca Lambdin
Deputy Health Officer*

TEMPORARY FOOD SERVICE PERMIT APPLICATION

THIS APPLICATION MUST BE SUBMITTED To the Denton Town Office with your Summerfest Application
These instructions apply to any person/organization which establishes a Temporary Food Stand and/or sells or provides food to the public for a temporary period.

How to apply:

1. Carefully read the entire application (5 pages).
2. Fill out the application.
3. Contact the food program supervisor no later than 10 days prior to the event for an interview.

FACILITY/ORGANIZATION NAME: _____

MAILING ADDRESS: _____

CONTACT NAME: _____

CONTACT PHONE: _____ **ALTERNATE PHONE:** _____

FAX: _____

NAME OF EVENT: Caroline Summerfest 2010

DATE(S) OF EVENT: _____

LOCATION OF EVENT: _____

BAKED GOODS:

Baked goods are breads, cakes, and pastries that are cooked with dry heat. The only homemade baked goods that may be provided to the public with or without charge are those that are non-potentially hazardous. Fruit pies made from high acidity fruits such as apples, cherries, strawberries, etc. are acceptable. Potentially hazardous baked goods such as pumpkin/sweet potato pies, cheesecakes, meringues, and pastries with potentially hazardous fillings or toppings are prohibited.

Foods shall not be prepared in homes where there are house pets, reptiles, birds, etc. All foods shall be prepared, portioned, and packaged in a sanitary environment at the food preparation site or prior to transporting to the sale location. Food preparers shall not have open wounds or sores on hands or forearms and be in general good health.

I understand that failure to comply with COMAR 10.15.03 Regulations Governing Food Service Facilities will result in the automatic suspension of the operating license, and all food operations must cease IMMEDIATELY.

Signature of Applicant: _____ **Date:** _____

HEALTH DEPARTMENT USE ONLY

- Approved**
- Disapproved**

Health Department Signature: _____ **Date:** _____

THIS PERMIT TO BE DISPLAYED DURING ENTIRE EVENT
INSTRUCTIONS FOR SPECIAL FOOD EVENTS IN CAROLINE COUNTY

MINIMUM HEALTH STANDARDS: *Authority COMAR 10.15.03, Article 43 MD Code.*

1. **PERSON-IN-CHARGE:** Designate a responsible adult to be in charge during each shift. It is this person's responsibility to monitor food temperatures, food preparation and storage, personal hygiene and food handling practices. All personnel must be trained on proper hand washing and food handling. Children under the age of 15 should not handle or prepare food.
2. **FOOD:** All food, including ice and drinks, must be obtained from approved, licensed commercial sources. Food may not be prepared in home kitchens. Serve easy to prepare foods. Foods involving more than one handling, preparation or cook step are more likely to cause food-borne illness.
3. **STORAGE:** Food will be stored in their original containers until used. Food grade plastic and stainless containers are to be used. Styrofoam coolers are not acceptable. Food, serving products and equipment will be kept off the ground.
4. **FOOD PROTECTION:** Overhead protection will be provided for all food, food & serving products and food prep areas. Open "pit" style grills should have covers or other appropriate protection. All food must be protected from insects, birds, weather, heat and direct sunlight. Raw food products must have separate containers and utensils and kept in separate areas from cooked and/or ready-to-eat foods. All foods must be transported and held at the correct internal temperature.
5. **EQUIPMENT:** Must be of acceptable commercial grade design, in good condition, easily cleanable and sanitized before use.
6. **PROBE THERMOMETER:** A probe thermometer must be provided to monitor internal temperatures of foods. Thermometers must be able to read from 0°F to 220°F.
7. **FOOD COLD HOLDING:** All foods must be held at 0°F or less if frozen, or 41°F or less if refrigerated.
8. **FOOD COOKING:** You need to monitor the final internal temperature of cooked foods. See attached chart for minimum temperatures.
9. **FOOD HOT HOLDING:** All hot food must be held at 140°F or above. Monitor internal temperatures of foods every hour and keep a temperature log.
10. **FOOD SURFACES:** Equipment and utensils must be thoroughly cleaned and sanitized every 2 hours or more often as needed. Sanitizer of the appropriate strength should be used for cleaning surfaces. Cloths used for wiping surfaces should be used for no other purpose and kept in a sanitizer solution when not in use. All food contact surfaces must be made with a non-absorbent material.
11. **PERSONNEL:** Must be healthy, wear appropriate clothing and minimal jewelry, have hair restrained, and not eat, drink, chew gum or tobacco while handling food. Exclude anyone with diarrhea, illness, coughing & sneezing, or inadequate hand washing or food handling practices. It is the responsibility of the person in charge to train and monitor personnel to prevent food-borne illness.
12. **FOOD HANDLING:** NO BARE HAND CONTACT with food. Use a separate utensil for each food item. Gloves are not required, but if used, they should be used in the appropriate manner. Hands must be washed first and the gloves put on by handling the wrist part only. Gloves should be changed between tasks and as often as needed.
13. **UTENSIL/EQUIPMENT CLEANLINESS:** Must provide extra clean and sanitized utensils to be changed every 2 hours or more frequently if necessary. If a 3 compartment sink is available utensils must be washed, rinsed, sanitized and air dried. Chlorine sanitizer strength is 50 ppm, and 100 ppm for any in-place sanitization. Chemical test strips must be provided.
14. **HANDWASHING:** A cleanable cooler with spigot on the side, filled with hot soapy water, and bucket underneath to catch wastewater can be used. Single use paper towels are to be used for drying hands. Personnel must wash hands often. Pans filled with soapy water are not acceptable for hand washing. Hand sanitizer may be used in addition to, but cannot replace hand washing.
15. **EVENT LOCATION:** Toilet facilities must be provided, well supplied and easily accessible.
16. **WASTE:** Covered garbage containers must be provided at each food stand. All trash must be disposed of properly and regularly to prevent vermin infestation.
17. **INSPECTION:** An inspection may be required; the operation must be ready for operation at the time of inspection.

Cooking Temperature Chart

<i>PRODUCT</i>	°F
Beef (intact muscle)	145° for 15 secs
Fish & other Seafood	145° for 15 secs
Comminuted (Ground) Meat or Injected Meat (hamburger, ground pork, raw sausage, fish cakes)	155° for 15 secs
Microwaved Potentially Hazardous Foods	165°; let stand for 2 minutes
Poultry (chicken, turkey, ground turkey, etc.)	165° for 15 secs
Roasts (whole intact roasts)	145° for 3 min or see Roasting Chart
Pork	155°F for 15 sec
Stuffing, Stuffed Meats, Casseroles	165° for 15 secs
Egg Dishes	155° for 15 secs
Vegetables and All Other Foods	145° for 15 secs

REHEAT: 165° F or more, within 2 hours

HOT HOLD: 140° F or more

COLD HOLD: 41° F or less



WHOLE ROAST COOKING CHART

Whole Roasts [#] (beef, pork, ham, corned beef, lamb, venison, bison)	Minimum Internal Temp		Holding Time [*] at Specified Temperature
	(°F)	(°C)	
	130	54	121 minutes
	132	56	77 minutes
	134	57	47 minutes
	136	58	32 minutes
	138	59	19 minutes
	140	60	12 minutes
	142	61	8 minutes
	144	62	5 minutes
	145	63	3 minutes

Minimum oven temperature for roasts less than 10 lbs is 250°F.

For roasts greater than 10 lbs, oven temperatures are as follows:

Dry Heat: 350°F

Convection Oven: 325°F

High Humidity: 250°F

* Holding times may include post oven heat rise.

Roasts cooked according to one of the parameters specified above may be **hot held** at 140°F or more.

Leftover roasts must be **reheated** for hot holding by either:

1. rapidly reheating to 165°F within 2 hours then hot held at 140°F or more.
2. thoroughly re-cooking using the oven parameters and minimum time and temperature conditions specified above and then hot holding at 140°F or more.