

January 23, 2017



Dear Non-Profit Organization,

You are invited to apply for a space at the 2017 Chestertown Tea Party Festival. Please help us make this another successful Memorial Day Weekend event!

**Food vendors will be located in the following areas:**

*Saturday, May 27* (10 am - 5 pm. Set up between 7-9am):

- perimeter of Fountain Park
- Foot of High Street (*electricity AVAILABLE!*)

*Sunday, May 28* (11 am – 4 pm. Set up starting at 10am): parking lot of Wilmer Park.

You may apply for a space on one or both days.

*In addition, we are looking for an organization that would be willing to sell lemonade and cookies within the Colonial Village that is located around the Courthouse. You may do this in addition to your regular food booth or instead of your booth.*

The Festival will be held outside, rain or shine. You are responsible for a safe and attractive setup of your booth. **Chestertown Tea Party Festival, Inc. accepts no liability for loss due to weather, damage, theft or lack of sales.** Organizations selling concessions must have liability insurance. **Organizations that sell beer must provide proof of insurance to serve alcohol. A copy of this proof of insurance must be included with your contract.**

In addition to your signature dish, which **MUST** be different from what other vendors are selling, vendors may choose to sell hotdogs and/or hamburgers as well.

Enclosed find a contract for the 2017 Festival. Please **complete and sign** the contract and return it to Chestertown Tea Party Festival, P.O. Box 526, Chestertown, MD, 21620 attn: Food Vendor by **April 1, 2017**; You may also send it electronically to [greenbien@hotmail.com](mailto:greenbien@hotmail.com)

I will return a signed copy of the contract to you with a map indicating your booth placement, a car access pass, as well as a form for expenses and remittance. **It is your organization's responsibility to apply for Health Department approval for your food concession.** To obtain this approval, contact Environmental Programs at the Kent County Health Department, 125 South Lynchburg Street, Chestertown, MD 21620, phone: 410-778-1361. We look forward to your participation in the 2017 Chestertown Tea Party Festival. If you have any further questions, please contact Sabine Harvey at [greenbien@hotmail.com](mailto:greenbien@hotmail.com)

Sincerely,

Sabine Harvey



# CONCESSION AGREEMENT

Chestertown Tea Party Festival, Inc.

Organization \_\_\_\_\_

Mailing address \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact phone number(s) \_\_\_\_\_

E-mail address \_\_\_\_\_

PROPOSED DATE OF SALES: (one day or both)

(1) SATURDAY, MAY 27, 2017 \_\_\_\_\_

(2) SUNDAY, MAY 28, 2017 \_\_\_\_\_

Are you interested in providing drinks and cookies in the Colonial Village: Yes No

Check here  if you require an electrical hookup. Please bring your own extension cords: some spots will need 100 feet!!

**PROPOSED SALES:** With the exception of hot dogs and hamburgers, **duplication among food vendors is not permitted.**

**FOOD/BEVERAGES TO BE SOLD:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(You may partner with a for-profit entity, such as a local restaurant, to sell a menu item or items prepared by that entity, subject to approval by the Chestertown Tea Party Festival Committee. Please email [food@chestertownteaparty.org](mailto:food@chestertownteaparty.org) for questions).

**If selling beer,** please include copy of insurance authorizing the organization to sell alcohol.

**ICE:** Ice can be obtained through Kelly Distributors. The information booth will keep a tally of the bags of ice. *You will be billed after the festival.*

## Please read the contract and SIGN on the back



The above-named concessionaire hereby agrees and covenants with the CHESTERTOWN TEA PARTY FESTIVAL, INC. to wit;

1. In consideration of concession privileges granted, concessionaire will provide enough food and/or beverages to sell from 10 AM until 5 PM on Saturday, May 27 and from 11AM to 4PM on Sunday, May 28. **Any concessionaire unable to maintain adequate supplies or make provisions to obtain more supplies during Saturday's and Sunday's event, will be in jeopardy of losing their place in the festival.** Each incident involving inadequate supplies will be addressed by the Chestertown Tea Party Festival Committee and dealt with accordingly.
2. In consideration of concession privileges granted, concessionaire will remit to Chestertown Tea Party Festival, Inc., on or before **June 30, 2017**, fifteen percent (15%) of the net profit from sales. Organizations remitting payments after June 30, 2017 must pay an additional **\$100 late fee**. The determination of net profit shall not include cost of booth repairs, maintenance, donations to other charitable organizations, or the cost of free distribution of food or beverages for services rendered.
3. Concessionaire will provide Chestertown Tea Party Festival, Inc. with a complete accounting of sales, costs, and net profit at the time of remittance. Form will be mailed together with the signed contract.
4. Concessionaire agrees to allow Chestertown Tea Party Festival, Inc. volunteers to submit a **food voucher** for payment of 1 entrée and 1 drink. These food vouchers are to be turned in for our accounting with your 15% remission check. The vouchers are worth no more than \$8.00 and is to be deducted from your net profit before submitting your check.
5. Concessionaire agrees to assist in maintaining the colonial atmosphere of the festival in the **decoration of booths and garb of concession attendants. Attendants are asked to wear colonial-type garb or costume.** If you use a tarp at your booth, the tarp must be brown or green, in keeping with a colonial atmosphere.
6. Concessionaire is responsible for obtaining a **permit** from the Kent County Health Dept., 125 South Lynchburg Street, Chestertown, MD 21620, phone: 410-778-1361
7. Concessionaire, if electing to sell **beer**, agrees to purchase cups and beer from Chestertown Tea Party Festival, Inc. Beer will be available in half kegs. Concessionaire further agrees to pay for beer at time of delivery.

**Non-profit Organization, sign below:**

ACCEPTED FOR THE C'TOWN TEA PARTY FESTIVAL, INC.

Name \_\_\_\_\_

\_\_\_\_\_  
Tea Party Festival Representative

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

CHESTERTOWN TEA PARTY FESTIVAL | PO BOX 526 | CHESTERTOWN, MD 21620 | [WWW.CHESTERTOWNTTEAPARTYFESTIVAL.COM](http://WWW.CHESTERTOWNTTEAPARTYFESTIVAL.COM)

CHESTERTOWN TEA PARTY FESTIVAL INC IS A NON-PROFIT ORGANIZATION.

