



Concession Booths at the Tea Party Festival

We invite you to participate as a food and beverage vendor at the Chestertown Tea Party Festival, Memorial Day weekend, May 26-28, 2023. The following guidelines have been developed over time to ensure the event's smooth operation, to enhance festival-goers' enjoyment, to help your organization raise funds, and to provide your staff, members and volunteers an experience they will remember.

FRIDAY, MAY 26: The Festival begins with an evening Block Party that is organized by the Main Street Chestertown organization. Contact them separately at 410-778-2991 or office@mainstreetchestertown.org if you wish to participate.

SATURDAY, MAY 27: Concession booths located around Fountain Park will serve food and beverages between 10:00 am and 4:00 pm, rain or shine. The following guidelines apply:

- Everyone is expected to help evoke the character of 1774 Maryland in how servers are dressed and booths are decorated (hanging burlap, hay bales, wood tables). To the extent possible, servers should wear Colonial garb—the Festival has hats and costumes you can borrow. Kids love to see the old-style clothes, and we'll handle the laundry! If tarps are used, they need to be brown or green. Generators are not allowed, though some booth locations have access to electricity—let us know. Bring an extension cord, just in case.
- Anyone is welcome to serve hot dogs, hamburgers, french fries, soda and water. Beyond these, we require that you confirm your menu offerings with us to maximize variety and minimize competition among all the vendors. Contact food@chestertownteaparty.org for a current list of which signature items (such as crab cakes or clam strips) are already reserved by long-involved organizations.
- Concession booths must be equipped to serve food throughout all the hours of the event without resupply by vehicle. Barrels for recycling used grease will be available.
- Concessionaires will be issued ONE color-coded Festival Entry/Parking Pass. This will allow you to enter the Festival area at 5:00 pm on Friday or 7:00 am on Saturday to set up your booth. During the Saturday Festival, use this pass to park at (or take a shuttle to & from) a designated lot nearby.



- Please respect our Chesapeake environment and where possible use compostable plates, cups, and eating utensils. See the *Guide to Plastic-Free Eateries* at <https://www.plasticpollutioncoalition.org/takeaction/guides/plastic-free-eateries>.
- The Festival has always been organized as a partnership with local churches and other non-profits. A non-profit organization is welcome to partner with a local restaurant or other for-profit business to their mutual benefit. However, the booth must clearly represent the non-profit organization, not the business. Servers must be members or volunteers.
- All booths must stop selling food promptly at 4:00 pm on Saturday, regardless of the number of people still in line. The Festival's permit specifies that all streets must be clear for public access by 6:00 pm. To facilitate break-down traffic, the color of your Festival Entry/Parking Pass determines what time your vehicle is permitted back into the Festival area. Follow the designated route to ensure efficient traffic flow.

SUNDAY, MAY 28: The Festival continues with a Raft Race and Beer Fest in Wilmer Park, 12:00 noon—4:00 pm (set up at 11:00 am). You may participate on either or both days.

- Food trucks and other for-profit businesses are welcome to operate in the parking lot. Menus are up to you, and there is no “dress code.” Generators are allowed here; electricity or water are not available.

Attached is a sample 2023 contract and sales report. You will be invited to complete such a contact after confirming your menu and location.

Concessionaires are expected to attend an orientation meeting one month before the event, tentatively scheduled for Friday, April 28, location TBD. There you will receive your Festival Entry/Parking Pass, a map indicating your booth placement, and any final instructions.

All concession operators need to apply ONE MONTH in advance for a temporary food permit from the Kent County Health Department. Contact the Department's Environmental Program at (410) 778-1361. Download an application at <https://kenthd.org/environmental-health/>



SAMPLE 2023 CONCESSION CONTRACT

Non-Profit Organization

Mailing Address

Contact Name

Contact Phone Number

Contact E-mail Address

Date(s), Hours, and Location:

_____ Saturday, May 27, 10:00 am to 4:00 pm at Fountain Park
Electrical hookup needed: Yes___ No___

_____ Sunday, May 28, 12 noon to 4:00 pm at Wilmer Park (no electricity available)

Food menu, as confirmed with the Festival Food Coordinator:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....



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

1. In consideration of concession privileges granted, the Concessionaire will provide the above food and/or beverages to sell continuously on the specified days and hours, rain or shine. Any concessionaire unable to maintain adequate supplies will be in jeopardy of losing their ability to host a booth in future Festival events.
2. In consideration of concession privileges granted, following the event the Concessionaire will remit to Chestertown Tea Party Festival, Inc. **fifteen percent (15%) of the net earnings from all food and beverage sales.** The determination of net earnings must not include the cost of establishing, equipping, or maintaining the booth itself; donations to other charitable organizations; or the cost of free distribution of food or beverages for services rendered; and must be calculated ahead of other financial arrangements such as a profit-sharing agreement with a commercial business.
3. The Concessionaire will provide Chestertown Tea Party Festival, Inc. with a complete accounting of sales, supply expenses, and net earnings at the time of remittance. Attached is a sample sales report form.
4. The Concessionaire agrees to allow Festival volunteers to obtain food and drink upon presentation of an official Festival voucher worth ten dollars (\$10.00). If submitted at the time of payment, the value of the vouchers used may be subtracted from the remittance due to the Festival.
5. Organizations remitting payments and accounting forms after **June 30, 2023** must pay an additional \$100 late fee.
6. The Concessionaire is responsible for obtaining an appropriate concession permit from the Kent County Health Department.
7. Organizations selling concessions must have liability insurance. Chestertown Tea Party Festival, Inc. accepts no liability for loss due to weather, damage, theft, or lack of sales.
8. If approved to sell beer, the Concessionaire agrees to purchase cups and beer from Chestertown Tea Party Festival, Inc.; payment is due at the time of delivery. Proof of insurance to serve alcohol must be attached with this contract.



Agreed and Signed for the Organization:

Signature

Printed name

Title

Date

Accepted for the CHESTERTOWN TEA PARTY FESTIVAL, INC.

Signature

Printed name

Title

Date



2023 CONCESSION SALES REPORT

Concessionaire:

E-mail:

NET EARNING/PROFIT <i>(use the worksheet on the back to determine this)</i>	\$
15% of Net Earnings/Profit to Chestertown Tea Party Festival	\$
Subtract ____ meal vouchers at \$10.00 each <i>(must attach used vouchers)</i>	\$
CHECK AMOUNT	\$

All calculations must be determined without regard to any other financial arrangements such as an earnings-sharing agreement between a non-profit organization and a commercial business. That is, determine the overall profit, give the Festival its fair share, and then divide the remainder.

*When calculating expenses, do **not** include the cost of establishing, equipping, or maintaining the booth itself. Do not include the cost of free distribution of food or beverages for services rendered. Do not include donations to other charitable organizations.*

Please send this report with your payment made out to:

Chestertown Tea Party Festival, Inc.

P.O. Box 526

Chestertown, MD 21620

Payments are due by **June 30, 2023**. A \$100 past-due penalty will be assessed for late submissions.

Thank you, and we hope to work with you again next year!

CHESTERTOWN TEA PARTY FESTIVAL | PO BOX 526 | CHESTERTOWN, MD 21620
WWW.CHESTERTOWNTEAPARTYFESTIVAL.ORG

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



Expenses Worksheet

GROSS EARNINGS (the total amount received from sales)	\$
CONSUMABLE SUPPLIES (amount paid for food and beverage supplies, eating utensils, cups, napkins, takeaway containers, cooking oil, fuel, etc. Do NOT include costs paid for <i>reusable</i> equipment such as cooking equipment or utensils, tables, chairs, tents, booth decorations, etc.)	
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
13.	\$
14.	\$
15.	\$
16.	\$
17.	\$
18.	\$
19.	\$
20.	\$
TOTAL CONSUMABLE SUPPLIES:	\$
NET EARNINGS/PROFIT <i>(subtract total consumable supplies from gross earnings)</i>	\$



CHESTERTOWN TEA PARTY FESTIVAL | PO BOX 526 | CHESTERTOWN, MD 21620
WWW.CHESTERTOWNTEAPARTYFESTIVAL.ORG

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