

# CECIL MEMORIAL UMC 2011 FOUNDERS DAY FESTIVAL

## VENDOR REQUEST FORM

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### 2011 Founders Day Festival

Sunday, July 17, 2011 – 1:00 PM

**Walter S. Mills-Parole Elementary School Field**  
**103 Chinquapin Round Road**  
**Annapolis, MD**

Space: **\$100.00** Storefront Business – **\$50.00** Individual Food/Drink Vendor  
**\$40.00** Individual Merchandise/Service Vendor  
Space Includes: Table, Table Cloth, 11x17 size sign with your name, and 2 chairs.

Note: If table & chairs not required, price reduced by \$10.00

### INFORMATION

- Set up by 12:00 PM on day of the festival. Grounds open for vendors only at 10:00 AM
- CMUMC will have tables and chairs set up, if required.
- CMUMC will provide uniform signs for each table.
- Please make sure we have the exact name of your business/organization.
- All vendors are responsible for securing any required permits/licenses/insurance.

<http://www.aahealth.org/programs/env-hlth/licenses-and-permits/food-temp>

<http://www.aahealth.org/pdf/temp-food-web.pdf>

### OPTIONAL PAYMENT METHOD

**Option #1:** Go to our website at: [www.cecilmemorialumc.org](http://www.cecilmemorialumc.org)  
Complete and submit online form  
Pay using a major credit card on our secure site

**Option #2:** Mail your application and Check/Money Order to:  
Cecil Memorial United Methodist Church  
15 Parole Street, Annapolis MD 21401

**ALL FEES ARE NON-REFUNDABLE**

**ANY QUESTIONS?**

E-mail: [vendors@cecilmemorialumc.org](mailto:vendors@cecilmemorialumc.org) or Call: Terri Bias: 410-266-5651

# Limited Space - REGISTER NOW!!

*I would like to request vendor space at the Cecil Memorial UMC  
2011 Founders Day Festival*

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## \*\*\*\*VENDOR SPACE REQUEST\*\*\*\*

Describe how space to be used:

Note: Food/Drink Vendor list menu item(s)

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How many spaces will you need? \_\_\_\_\_

Additional chair needed? \_\_\_\_\_

**I understand I must be set up at the facility by 12:00 PM  
on Sunday, July 17, 2011 or forfeit my fees and space.**

Name : \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

Total Fee Enclosed \$ \_\_\_\_\_

Mail completed form and payment to:

***Cecil Memorial United Methodist Church  
15 Parole Street  
Annapolis MD 21401***

Make checks payable to **Cecil Memorial United Methodist Church**

**Deadline for receipt of applications is July 8, 2011**

*Thank You!*

**CECIL MEMORIAL UMC**  
**Founders Day Community Festival 2011**  
**VENDOR REQUIREMENTS & GUIDELINES**

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1. You are required to provide a copy of a “**Certificate of Insurance**” for liability coverage listing “Cecil Memorial United Methodist Church and Mills-Parole Elementary School” as additional insured for this event.
2. Proof of insurance must be provided to Cecil on or before July 10.
3. Food vendors must have and display all required permits.
4. Any vendor that does not meet the above requirements will not be allowed to participate in this event.
5. Vendors may not move their assigned location without permission of Festival staff.
6. Festival staff has the right to cease the sale of any items not pre-approved or deemed to be inappropriate or dangerous.
7. Vendors are responsible for clean-up of space. Trash/Recycle receptacles will be located through-out the grounds. Failure to clean space will result in a \$50.00 fine and may prohibit participation in future events.
8. Violation of any of the above will result in revocation of vendor privileges and you will be required to leave the grounds.

I agree to adhere to the above items.

\_\_\_\_\_  
Print Name of Business/Individual

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

**ADDITIONAL VENDOR INFORMATION**

- 1. We do not provide tents or electricity and there will be limited water access.***
- 2. Event area is behind the school on an open field so you are encouraged to bring a tent.***
- 3. Vendors are responsible for the security of their property.***
- 4. Food vendors MUST NOT dispose of cooking oil on the festival grounds at any time.***
- 5. Prices must be displayed and remain posted throughout all hours of operation.***
- 6. Vendors shall comply with all applicable codes, ordinances, rules and regulations.***