

ST. LEONARD VOLUNTEER FIRE & RESCUE COMPANY 7

2011 Community Concert Series

Dear Community Member;

The St. Leonard Volunteer Fire & Rescue Company 7 is in the process of planning our 2011 Community Concert Series. We are looking forward to another year of great concerts. An important area of the concert planning process is arranging for food vendors for each of our concerts. In the past, we have been able to allow both commercial and non-profit organizations to sell food at our concerts and would like to continue this again in 2011.

In order to pursue larger artists, we have changed our seating layout to allow for larger crowds at our concerts. Because of these seating changes, we will have to change the layout for vendors within the facility. As our concerts have grown in popularity, so has the demand for space for food vendors. To address this increasing interest, we have changed our vendor selection process for this year. We have developed an application for any organization interested in selling food at our concerts. All applications will be reviewed by the concert committee, and vendors will be selected based on the needs of the facility and crowd expectations.

With seating changes this year, the concerts could potentially have as many as 6,000-7,000 attendees. This is a great opportunity for any vendor selling food at our concerts. We will accommodate as many community organizations and businesses as spacing will allow. Please review the enclosed guidelines. They explain the facility requirements, fees, expectations, etc. If your organization is interested, please return the enclosed application to the address provided by May 15, 2011. After we receive vendor applications, we will make our selection for vendors for the 2011 concerts. All applicants will be notified of the committee's decisions by May 22nd.

If you have any questions, or need additional information, please feel free to contact me.

Thank You,
Bill Lankford
Concert Committee
443-532-0133
concerts@slvfd.com

PO Box 101 * St. Leonard, MD 20685
410-586-1713

SLVFD COMMUNITY CONCERT SERIES

FOOD VENDOR GUIDELINES (NON-PROFIT ORGANIZATIONS)

VENDOR SELECTION (See reverse side for Business Guidelines)

The concert committee will review all applications received by May 15th. Vendors will be selected based on food they are selling, ability to serve a large crowd, and the amount of space they will require. The number of vendors selected will depend on the amount of space available for the concert. Depending on the number of non-profit applications received, SLVFD reserves the right to select a different non-profit for each concert. All applicants will be notified of the committee's decision by May 22nd.

FOOD SELECTION

Vendors must submit a list of the food items they wish to sell along with a price list. When possible, SLVFD will not duplicate food sales amongst the vendors. For example, only one group will be selling hot dogs, etc. ALL drinks, including soda, water, and alcohol, will be sold by SLVFD. Vendors will be notified of the status of ticket sales at least one week prior to each concert. This can be requested by the vendor at any time.

VENDOR AREA

Each vendor will be assigned a space of approximately 10' x 10'. On your registration form, please indicate how big a space you will need. Electricity will be provided to each site. Vendors are responsible for their own tents, electrical cords, tables, chairs, etc.

VENDOR STAFF

Each vendor is required to identify the number of workers they will be bringing with them to staff their booth. (Unreasonable requests will be denied.) SLVFD will issue identification badges for workers to be worn during the event. Passes will allow access to the concert prior to and during the event. Vendor must include at least one chaperone for groups using minors to staff their space (ex: High school organizations). Each vendor must designate one person as the contact person for the organization.

SET UP

Vendors are responsible for setting up and removing all items from their assigned space. This includes trailers, booths, tables, etc. It is preferred that items be set up one day prior to the concert. If this is not possible, the group may set up the day of the event. If vehicles need to enter the concert area to be unloaded, they must be removed from the concert area at least 2 hours prior to the time the gates open (Example: If gates open at 5pm, Show starts at 7 pm, vendors must be set up and all vehicles removed by 3 pm.)

VENDOR PARKING/CONCERT ADMISSION

Each vendor will receive a concert package one week prior to the concert. The package will contain any pertinent information (# of tickets sold, instructions, etc.), and vendor passes. Only approved vehicles are to enter the concert area. These vehicles must park in the area assigned to them. All vendor staff must park in the designated concert parking areas, and enter the concert grounds using their vendor pass.

ADVERTISING

Vendors will only be allowed to advertise for their own organization. No advertising for any other groups, unless they are approved, paying sponsors for the SLVFD concert series. To alert concert goers of the food vendors, a map of the concert grounds will be included in the concert program, identifying food vendors and their location.

VENDOR FEES

Non-profit organizations are not charged a set fee. Instead, the SLVFD asks that your organization make a donation to the SLVFD after the concert. We recommend a donation of 10% of your profits for the concert. We request the donation be made within 5 business days after the event.

INSURANCE/HEALTH DEPARTMENT REQUIREMENTS

Vendors will be covered by their own insurance policy while participating in the event. All vendors must meet the Calvert County Health Department requirements, which can be found on their website (www.calverthealth.org). Click on the Community Service tab, Environmental Health Services and then Food Services.

SLVFD COMMUNITY CONCERT SERIES

FOOD VENDOR GUIDELINES (BUSINESS)

VENDOR SELECTION (See reverse side for Non-Profit Guidelines)

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VENDOR FEES

Businesses participating in food sales will be charged a fee of \$600 for the rental of the space. This fee is for the entire concert season. If selected, the fee will be due by June 15th.

INSURANCE/HEALTH DEPARTMENT REQUIREMENTS

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