



### 2020 Food Vendor Guidelines

In September 2020, the National Folk Festival will return for its third year in Maryland! Salisbury will come alive for three days of **FREE** outdoor music, non-stop dancing, family activities, storytelling, craft demonstrations, parades, regional and ethnic foods, and so much more!

**We are now accepting food vendor applications for the 2020 National Folk Festival  
September 11, 12, & 13, 2020 – downtown Salisbury, MD  
Application Deadline: Friday, April 3, 2020**

### **Downtown Salisbury Restaurant & Food Vendor Discount: 15% off Food Vendor Space Fee**

The National Folk Festival seeks food vendors that can provide high quality, diverse, efficient, friendly service to thousands of festival-goers. The Festival features a variety of regional and ethnic foods, as well as classic festival fare that will take diners on a culinary journey around Maryland, the United States, and the world.

**ESTIMATED ATTENDANCE in 2020: 150,000**

**Your application will be reviewed by a committee based on the following criteria:**

- product quality & uniqueness
- previous experience serving festivals and/or large crowds
- overall presentation
- business location (local/regional vendor)
- productivity (ability to serve large numbers of customers in a short period of time)

**Food vendors will be chosen for the following food vendor categories\*:**

- Ethnic Foods
- Maryland/Delmarva Regional Foods
- Snacks/Desserts
- “Fair” Foods
- Other Main Dishes
- Specialty Beverages

**Note:** All vendors will be given an opportunity to tell the committee about any specialty items on their menu. This is your opportunity to tell us what you do really well. This is especially important for vendors who have large menus that may cover multiple categories. We want to know what your specialty is!

The following are the festival’s food vendor guidelines. **Please read the guidelines thoroughly before you start filling out your application. Some requirements have changed in 2020.** Submit your application online at <https://nationalfolkfestival.slideroom.com>. The application must be submitted with a non-refundable \$35 application fee.

Please contact the Festival at [food@nationalfolkfestival.com](mailto:food@nationalfolkfestival.com) if you have any questions. We look forward to reviewing your application!

Sincerely,  
Annmarie Smith  
Food Vendor Coordinator  
National Folk Festival | Salisbury, MD



**NATIONAL FOLK FESTIVAL**  
**2020 Food Vendor Application Guidelines**  
**September 11, 12, & 13, 2020**

APPLICATION STEPS:	Due Dates:
Application Deadline	April 3, 2020
Notification of Acceptance by Email	April 17, 2020
TFSL Permit Application Due to Wicomico County Health Department & Copy sent to Food Vendor Coordinator	May 1, 2020
Deadline for Power Orders, Operation Specification, & Insurance	May 1, 2020
Festival Emails Contracts	May 15, 2020
Deadline for Submission of fully-executed Contract and Vendor Fees	June 12, 2020
Cancellation for Refund	July 17, 2020
Participation Details Emailed to Vendors	August 28, 2020
80 <sup>th</sup> National Folk Festival	September 11-13, 2020

**APPLICATION PROCESS**

Applying vendors are required to submit the following by the application deadline, April 3, 2020:

- A **completed and successfully submitted food vendor application**.
  - Applicants will receive email confirmation of their successful submission. If you DO NOT receive a confirmation, your application was not successfully submitted and therefore will not be considered. It is the vendor’s responsibility to ensure a successful application has been submitted.
  - Festival organizers may request clarification; failure to provide requested clarification is grounds for rejection.
- At least one **current photograph** of their food vending operation.
- At least one **current photograph** of their food and/or specialty beverage.
- A **non-refundable \$35 application fee** must be submitted with your online application by credit card.

**Additional Application Information**

- Application does not guarantee acceptance.
- Vendors must apply each year in order to be considered. Acceptance in prior years does not guarantee acceptance in future years.
- Failure to meet application deadline may result in rejection of application.

## Selection Process

The number of food vendors selected for the 2020 National Folk Festival will depend on the final site design layout. The Festival anticipates that with good weather, approximately 150,000 individuals will attend over the course of the weekend and that between 25 and 30 vendor spots will be available to meet the demands of this crowd size.

- All food vendors are reviewed by a committee. Applications are rated on product quality & uniqueness, previous vending experience serving festivals/large crowds, overall presentation, and business location (local/regional vendor). Please provide clear photos of your product and vending space so that your foods and business are represented to our committee accurately.
- Preference will be given to vendors who use recyclable or compostable packaging, cups, & utensils.
- Food vendors will be chosen for the following food vendor categories: Ethnic Foods, Maryland/Delmarva Regional Foods, Snacks/Desserts, "Fair" Foods, Other Main Dishes, and Specialty Beverages.
- The Festival may limit specific types of food or beverage to ensure a wide selection of items for festival-goers.
- Applicants will receive notification by email regarding acceptance or rejection by April 17, 2020.
- The National Folk Festival reserves the right to deny any application without explanation.

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## **FOOD VENDING AT THE NATIONAL FOLK FESTIVAL**

Vendors selected to participate in the National Folk Festival will receive an acceptance notification by April 17, 2020. This notification will include a link to the application for a Temporary Food Service License from the Wicomico County Health Department as well as a request for information pertaining to vending & operations, electrical needs, refrigeration/freezer requests, and a beverage order estimation. You can download the TFSL application here: [TFSL Application](#).

May 1, 2020 is the deadline to (1) submit a TFSL permit application to the Wicomico County Health Department **and** (2) send a copy of your TFSL permit application to the Festival Food Vendor Coordinator **and** (3) submit detailed operations, power, and beverage needs to the Festival Food Vendor Coordinator.

After permits have been verified and additional information collected, the Festival will generate contracts to be emailed by May 15, 2020. Signed contract and fee payment are due by June 12, 2020.

### **Food Vending Hours of Operation**

- Festival Vending Hours:
  - Friday: 5:00pm to 10:30pm
  - Saturday: 11:00am to 10:30pm
  - Sunday: 11:00am to 6:30pm
  - Note: Vending hours may vary slightly from overall Festival hours, depending on assigned food vending location.
  - Note: There may be a limited number of opportunities for a food vendor to operate on Saturday and Sunday only.
- Booths must be staffed and serving to the public during all contracted hours of operation.
- The festival goes on **rain or shine unless extraordinary weather presents a safety issue**. All vendors are expected to be open during the hours listed above unless they are notified by Festival personnel.
- Food vendors may continue to sell up to a ½ hour after the last performance at your location.

## Vendor Fee Pricing & Payment

Food vendor space is allocated by the frontage foot. Standard booth spaces are 10 frontage feet and 20 frontage feet. Standard food vendor spaces are 20 feet deep. A 10 frontage foot space leases for \$800; a 20 frontage foot space leases for \$1100. Each additional frontage foot used beyond 20 feet leases for an additional \$55. Depths for non-standard spaces may vary. See chart below for easy reference.

**For food trucks**, frontage foot allocation is based on the bumper to bumper length plus three feet.

**For trailers**, frontage foot allocation is the total length including *tongue*, plus three feet.

For food operations that have a unique footprint that can't fit in these dimensions it may be possible to negotiate a special space allocation and fee.

<b>Frontage feet</b>	<b>10</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<b>Fee</b>	<b>\$800</b>	<b>\$1100</b>	<b>\$1155</b>	<b>\$1210</b>	<b>\$1265</b>	<b>\$1320</b>	<b>\$1375</b>
<b>Frontage feet</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>32</b>
<b>Fee</b>	<b>\$1430</b>	<b>\$1485</b>	<b>\$1540</b>	<b>\$1595</b>	<b>\$1650</b>	<b>\$1705</b>	<b>\$1760</b>

The fee for **on-site electricity** will depend on usage. Accepted vendors will submit electrical service order and payment online, post acceptance. See the Electricity section of these guidelines for more details.

Restaurants and food vendors based in Downtown Salisbury are eligible for a 15% off the food vendor space fee. This discount does not apply to other costs, including but not limited to electricity, tent rental, refrigeration, and beverage purchase.

## Refunds

- No refunds for cancellations after **July 17, 2020**.
- No refunds for inclement weather.
- No refunds for failure to pass health inspection.

## Permits

If you are accepted by the Festival as a food vendor, you are responsible for obtaining a Temporary Food Service License (TFSL) from the Wicomico County Health Department (WCHD) before receiving a contract with the National Folk Festival. You can review some of the basic requirements by clicking the following link: [Health Department Food Service Information](#). Contact Diane Waller, WCHD, at [dianer.waller@maryland.gov](mailto:dianer.waller@maryland.gov) with any questions about Health Department regulations.

- You will be sent a link to a Temporary Food Service License (TFSL) Application, once accepted. The TFSL and \$75 permit fee payment should be sent directly to the WCHD. Vendors must submit their TFSL application to the WCHD by May 1, 2020.
- If you are currently a permitted Wicomico County FOOD TRUCK, you are exempt from the need for applying for another TFSL. You ARE still required to inform Diane Waller at the WCHD ([dianer.waller@maryland.gov](mailto:dianer.waller@maryland.gov)) that you have been selected to be a food vendor.
- All other Wicomico County permitted Mobile Food Units, such as a Trailer or push cart are required to obtain a TFSL from WCHD. Any Food Truck that is not a Wicomico County permitted Food Truck will be required to get a TFSL from the WCHD.

## Inspections

- All vendor booths/food operations serving cooked items will be inspected by a Wicomico County Health Inspector and a City of Salisbury Fire Marshal.
- Inspection schedule:
  - Wicomico County Health Inspection: Inspection will be conducted upon completion of set-up, at an assigned time, no later than 3:00pm on Friday, September 11, 2020.
  - Fire Marshal: All vendor booths/food operations (including food trucks and trailers) cooking food will be inspected on Friday, September 11, 2020. For those vendors/food operations that are only operating on Saturday, September 12, and Sunday, September 13, 2020, fire inspection will take place on Saturday, September 12, 2020.
- Inspection times are subject to change and final schedules will be in load-in packet information.
- Vendors may begin prep before inspections; however, any Wicomico County Health Department non-compliance issue may result in vendors having to discard food, at the discretion of the health inspector.
- Vendors will not be permitted to begin their vending operations at the Festival until their food and vending operation has been inspected and determined to be in compliance with Wicomico County Health Department regulations and Fire Code.

## Vendor Placement

- The Festival will assign booth locations to each vendor. Please understand that food vendor placement and the location of Festival food courts are subject to change if there are changes to the Festival site.
- No space will be held without both a completed contract and full payment of the contract fee.
- The following factors impact food vendor placement on the festival site:
  - Booth type
  - Fuel type
  - Electrical needs
  - Booth layout & dimensions
  - Menu - The Festival's goal is to limit the number of vendors that sell the same type of food (Vietnamese, Indian, etc.) or similar menu items (pulled pork, hamburgers, etc.) and to place vendors who sell similar types of food and/or menu items in different food courts.
  - Vehicle Specifications (food trucks and trailers only) - *Because food trucks and trailers have unique needs and come in irregular sizes, they may be located separately from traditional food booth locations.*

## Space Details

- Vendors may not trade, switch, or set up in another area, without approval from the Festival.
- Parking spaces will be provided for a maximum of two support vehicles.
  - These are to be used for refrigeration and/or dry goods storage. Support vehicle parking will be in the vicinity of the food court to which you are assigned but not necessarily adjacent.
- Vendors are responsible for providing staff. Parking for staff is the responsibility of the vendor.
- Vendors are responsible for providing push carts/hand trucks for moving supplies onsite, including beverages and ice purchased from the Festival.

## Set up

- If you have a food trailer, you MUST arrive and move into position at your scheduled time on Thursday, September 10, 2020, unless special arrangements are requested and approved in advance.
- If you are using a food truck and vending all three days, you MUST arrive and move into position at your scheduled time on Friday, September 11, 2020.
- If you are using a food truck on Saturday/Sunday only, you MUST arrive and move into position as assigned by 8:30am on Saturday, September 12, 2020.
- If you are vending from a tent, you MUST arrive for set up at your scheduled time on Friday, September 11, 2020.
- Vendors may begin prep before inspections; however, any Wicomico County Health Department non-compliance issue may result in vendors having to discard food, at the discretion of the health inspector.

## Booth Operations Guidelines

- Vendors must restrict all activities to their booth space (paid-for frontage feet and a depth 20').
- Condiment push carts and beverage coolers are the only things allowed in front of food vendor booths, and must remain within the boundaries of the vendors' assigned space.
- Vendors may not advertise outside of their booth space. (This includes but is not limited to: the use of rovers, fliers, menus, and sandwich boards.)
- Vendors are not permitted to provide free sampling of food or beverage items.
- Space-sharing or subletting will not be permitted, nor can the vendor assign the contract to another party.

Vendors must maintain a separate service line for Performers and Staff. Festival staff and performers should be given expedited service in taking and fulfilling their orders. The Festival will provide signage for this line. Food vendors MUST communicate to the Festival Food Vendor Coordinator how the vendor will provide a separate line for artists and staff.

- Vendors must accept festival scrip tickets from Artists and Staff for which you will be reimbursed.
- Raffles are not allowed.
- Camping is not allowed on the festival site.
- Generators are not allowed. Exceptions *may* be made on a case-by-case basis for food truck operations.
- Playing music from your booth is prohibited.  
Fixtures and materials left overnight are at the vendors' risk. The Festival's insurance will not cover vendor's personal or business property; vendors must obtain their own insurance.
- Vendor is responsible for a clean booth area, free of debris.
- Vendors should furnish sufficient change for their sales transactions. The Festival cannot provide change to vendors.
- Vendors are responsible for providing their own nighttime lighting.
- **Vendor support vehicles will not be allowed to enter the site at the end of each day before given permission by Food Vendor Assistant.** Site access times may change for safety purposes and is at the sole discretion of Festival organizers.
- All waste water must be disposed of in festival-provided grey water containers.
- All waste cooking fats must be disposed of in festival-provided waste oil containers.
- No waste cooking fats can be disposed of in regular trash.
- Vendor spaces must be neat and tidy always. If oil, grease, syrup is part of your operation, your space must be floored with non-permeable material. This material must be compacted and folded to fit festival waste receptacles. **Any refuse that does not fit in receptacles must be loaded out with vendor; you must request extra bins if needed by Sunday morning.**
- Vendors may not sell NFF branded merchandise.
- In the event of a dispute, the decision of the Festival organizers will be accepted as final.

## Booth Covering

- All booth coverings must follow festival guidelines for both fire compliance and wind safety. Vendor-owned tents must be approved by the festival, before use.
- **Fire compliance:**
  - All tents must comply with the City of Salisbury Fire regulations, using flame-retardant materials meeting Fire Department codes. The City of Salisbury Fire Marshal oversees Fire Safety and Suppression requirements for mobile vendors. For more information, contact [ECramer@salisbury.md](mailto:ECramer@salisbury.md).
  - Vendors bringing their own canopy/tent need to provide proof that the canopy/tent is compliant with state/county/city regulations for flammability. The Fire Department will require a sewn-in label on the fabric or the manufacturer's certification of flame treatment or the label from the product used to treat the material. **The NFPA701 or the CPAI84 are accepted.** Tarps are not an acceptable canopy.
  - If you are accepted as a festival vendor and are using your own tent, you must submit photographic proof to the Festival Food Vendor Coordinator that your tent meets the fire proofing requirement prior to the signing of your contract. This is independent of providing proof to the Fire Marshal at the time of your onsite inspection.
  - If a vendor is not able to provide a fire-safe tent, they may rent one from the festival at cost.
- **Wind safety:**
  - Due to safety concerns, no accordion frame tents may be used over cooking or food production spaces. This is a new festival safety regulation.
  - Any questions regarding wind safety compliance should be discussed with the food vendor coordinator.
  - If a vendor is not able to provide wind-safe tent, they may rent one from the festival at cost.
- **Tent rentals:**
  - If vendors wish to have a tent over their cooking or food preparation area, wind rated and staked tents may be rented from the festival. (The average rental cost of a 10'x10' tent is \$250 – this includes set-up and removal.)
  - Vendors needing a rental tent **MUST** rent directly from the Festival. Rental tents and tent vendors **NOT** approved by the Festival will **NOT** be allowed access to the Festival site. You must submit your request for tent rental to the Festival Food Vendor Coordinator no later than Friday, May 1, 2020. The festival will reserve your tent and arrange for its setup. Your cost will be a straight pass-through and you will be billed by the festival as a part of your final settling of accounts.

## Menu & Signage

- Only menu items approved by the Festival Food Vendor Coordinator and by the Wicomico County Health Department may be sold at the Festival.
- Vendors must list on their application **ALL** items they wish to sell. Items not approved may not be sold and must be removed from vendor's booth.
- If vendors wish to sell non-food items, approval will be given by the Festival Food Vendor Coordinator on a case-by-case basis. NFF branded merchandise is not allowed.
- In the interest of presenting as wide a selection of food and menu items as possible, the Festival office may limit a specific type of food or beverage item.
- Vendors are not granted exclusive rights to sell any particular item.
- Changes/additions are only allowed with pre-approval by the Festival prior to June 12, 2020.
- In an effort to maintain a professional level appearance and feel among all vendors, all signage and menu boards must be of standard condition. Hand-written signage will be permitted on a case-by-case basis, and must look nice and be readable. Vendors must request permission to use hand-written signage and if granted permission, vendor must not alter their signs/menus to items that deviate from what was approved in their acceptance into the Festival.

- Gluten-Free, Dairy-Free and Vegan items should be listed on a second menu sheet to make it easy for people with dietary restrictions to locate these menu items.
- If the vendor serves raw or under cooked animal foods then they need to have posted, *"Consuming raw or undercooked animal foods may increase your risk of contracting a foodborne illness, especially if you have certain medical conditions."*

**All menu signage must include pricing and must be easy to read.**

## Marketing

All Festival food vendors will receive the following marketing benefits:

- A listing on the Festival's website, with a link to the vendor's website (if submitted).
- A listing in the Festival's Official Program Guide (150,000+ copies printed and distributed).
- Vendors using 80% or more of compostable or recyclable packaging, utensils, cups, etc. will be given a special notation next to their listing on the Festival's website.

## Health & Safety

- Any vendor not complying with City, County and State regulations will be immediately closed down and not permitted to return for future Festivals.
- Food production techniques must meet City, County and State statutes.
- Vendors must comply with all federal, state, and local health regulations. For more information, contact the Wicomico County Health Department at 410-546-4446 or visit their website at <https://www.wicomicohealth.org/index.aspx?pageid=136>.
- Vendors must comply with Festival guidelines for the disposal of greywater, grease, and hot coals.
- All vendors must have a portable fire extinguisher that has an affixed current inspection tag that carries a minimum of a 2A-10B or 2A-10B(C) rating. Those vendors using cooking oil, fats, or greases in a deep well fryer or cook top are required to have a Class K fire extinguisher. Residential extinguishers are NOT acceptable.
- All propane tanks must be firmly secured on a hard, non-combustible surface that cannot be knocked over. Vendors must supply their own surface on which to secure tanks; the ground alone does not qualify. Bungee cords are not an acceptable form of securing propane tanks.
- Propane tanks need to be 10 feet away from electrical meters, open flame, freezers, and refrigerators, and per Fire Code, 10 feet from your tent.
- All food vendors will be provided a potable water hook up within 100' of their booths. **All vendors are responsible for providing their own food-grade hose.**

## Fire Code Requirements

- **ALL** food vendors must comply with the codes for combustibles, canopies (NFPA701 or the CPAI84 are accepted), fuel tanks for cooking, fire extinguishers, and solid fuel.
- Due to fire code restrictions, the spaces between vending operations may not be used for seating or storage. These are to remain open air areas.

## Electricity

- The fee for on-site electricity will depend on usage.
- The first 20 amp/120V circuit of electricity is included in the basic vendor fee. Additional needs/requests for electricity beyond this base amount must be included the application.
- The fee structure for additional electricity beyond the first 20 amp/ 120V circuit is:
  - 20 amp 120V (standard 120V plug) - \$25 per additional line
  - 20 amp 240V (NEMA 6-20) - \$125 per additional line
  - 20 amp 120/240 twist lock (NEMA L14-20) - \$125 per additional line
  - 30 amp 240V twist lock (NEMA L14-30) - \$175 per additional line

- 50 amp 120/240 Cal. Std. twist lock (CS63-65C) - \$200 per additional line
  - 50 amp 240 range plug (NEMA 6-50 or NEMA 14-50) - \$215 per additional line
  - 6-gauge 4 conductor 50 amp cable (Bare ends) - \$215 per additional line
- Vendors will be required to submit the electricity order requirements by May 1, 2020. The Festival will not guarantee any additional electrical service.
  - Vendors must place electrical plugs where the Festival directs them.
  - All electrical service connections will be provided to within 30 feet of the vendor space.
  - Vendors are responsible for providing their own power cords and power distribution from the service connection to and within their vending space. Note that a 20 amp / 120V circuit requires you to use a 3-conductor 12-gauge power cord with plugs that have functioning ground circuits. Use of 14 or 16 gauge is not acceptable. Cords should be labeled with the business name at both ends. All cords not of acceptable gauge will be disconnected.
  - Deadline for changing the power order is July 17, 2020. There is no guarantee that additional, hookups will be available other than those preordered and prepaid. Use of power taps, beyond those contracted for, could result in immediate cancelation of vendor's contract.

### Refrigeration/Freezer Service

- Parking space can be provided for support vehicles for refrigeration and/or dry good storage close to vending operation, but not adjacent to it.
- The Festival may offer refrigeration and freezer service to vendors depending on the number of vendors who wish to utilize a refrigerated / freezer trailer. This service will carry an additional fee. Exact price and shelf sizes will be determined by the demand estimated by vendors wishing to utilize Festival-provided refrigeration/freezer service. This demand will inform the size of the refrigeration/freezer unit the Festival provides.
- Deadline for providing refrigeration space needs is May 1, 2020.

### Beverages & Ice

- The Festival has a sponsorship relationship with a major soft drink and water distribution company. All vendors who wish to sell beverages (including bottled water) must sell the products the Festival supplies through this sponsor contract, UNLESS the Festival deems the vendor's handcrafted drink is a specialty beverage (e.g. lemonade, homemade specialties, tea and coffee, etc.).
- All soft drink and water products must be purchased on-site from the Festival, and sold at the price determined by the Festival. Any full, unbroken cases that are not used can be returned at the end of Sunday, September 13, 2020. The festival will reconcile the amount owed by September 18, 2020. If vendor owes Festival, payment will be due by October 2, 2020.
- No unauthorized beverage products of any kind may be visible in vendor booths. Drink products for personal use should be transferred to a reusable container.
- Ice must be purchased from the Festival on site. The festival will reconcile the amount owed by September 18, 2020. If vendor owes Festival, payment will be due by October 2, 2020.

### Vehicles on Site

**Vehicles are allowed on-site ONLY during the following times:**

- **Friday – until 4:30pm & after 11:00pm\***
- **Saturday – until 10:30am & after 11:00pm\***
- **Sunday – until 10:30am & after 7:00pm\***

**\*EXIT TIMES ARE APPROXIMATE & VENDORS MUST WAIT UNTIL PERMISSION TO MOVE IS GIVEN BY FOOD VENDOR COORDINATOR OR ASSISTANT\***

- For the safety of the festival’s attendees, vehicles are not allowed to move onto or within the site during operating hours. This limitation includes no access during a time window before and after scheduled events, to allow attendees to safely arrive and depart.
- Food Truck Vendors: If you already possess a current Temporary Food Service License (TFSL) from the Wicomico County Health Department (GCHD) you will NOT be required to apply for a Temporary Food Establishment permit. However, you must confirm with us prior to May 1, 2020 that you intend to remove your food truck from the premises in the evenings.
- Food Trailer Vendors: Once in place, food vendors operating from a trailer cannot be moved before the end of the festival on Sunday evening, as there is no space to maneuver support vehicles between food vendors.
- Vendors will receive no more than **two** parking passes for support vehicles such as those that supply refrigeration and/or dry goods storage. Passenger vehicles not being used for refrigeration and/or dry goods storage will not qualify for this parking. Support vehicles will be placed in designated areas as near as possible to their food operation location and will not be permitted to leave the festival site during operating hours.
- Only authorized vehicles may be parked on Festival grounds. Food vendor vehicles are NOT allowed to be parked in undesignated spaces behind or near vendor booths during the Festival.

### **Booth Clean Up**

- Vendors may not dismantle or remove booths before 6:30pm on Sunday, September 13, 2020.
- Be aware that pedestrians will still be present on Festival grounds during tear-down.
- Vendors must take home their entire booths – including mats, tent, storage containers, and decorations.
- **All truck, trailers, and booths must be broken down and removed from Festival grounds by 10pm on Sunday, September 13, 2020.**
- Any vendors failing to completely clean up their booth areas must pay a clean-up fee and may be disqualified from participation in future festivals.
- To ensure our waterways are uncontaminated, no industrial cleaners or bleach may be used on the ground.
- Appropriate ground cover should be used in the cooking and food preparation area to ensure that after the festival is over, the ground will be free from oil and food waste contaminants.
- Any vendor locations that require special cleanup after the festival will be billed for the work.

### **Trash, Composting, Recycling, & Grey Water disposal**

- Vendors must properly dispose of trash, waste cooking fats, hot coals, cardboard, and grey water as directed by Festival personnel.
- The National Folk Festival aims to minimize its environmental impact by striving towards a zero-waste event. To this end, we intend to implement programs to use recyclable or compostable products in the serving of festival foods to the public. Additionally, we have developed the capacity to collect recyclable materials on site and send them to a commercial recycler. Compostable materials will also be collected and sent to composting facilities.
- Vendors will be supplied with compost and recycling collection containers by the Festival.
- Cardboard will be collected from Vendors on a regular basis throughout the Festival weekend.
- Vendors will be required to submit a list to the Festival Food Vendor Coordinator which products they use while vending; this includes, food containers, cups, and paper or foil products.
- A complete list of compostable items accepted for collection and a recycling guide may be found in Addendum A of these guidelines.

<p><b>Vendors must participate in our recycling and composting programs. Festival personnel will be supporting vendors in this effort.</b></p>
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## Taxes & Insurance

- TAXES - Vendors are responsible for all local, state and federal taxes.
  - Vendor acknowledges and understands that they are responsible for sales and use tax and shall in no way hold the City of Salisbury, Wicomico County, or its representative responsible for any type of permits other than for the Festival itself. Vendor is responsible for the acts, and all costs associated with, any and all its employees and volunteers. No Vendor shall hold itself out as an Agent of the City of Salisbury.
  - You will need a Maryland Sales Tax ID number by the time the Festival takes place on September 11, 2020. If you have a Maryland Sales Tax ID number, please include it in your application.
  - To look up your sales tax number online, visit: <http://www.marylandtaxes.com/>. There is no fee for this.
  - Not having a Maryland Sales Tax ID number at application time will not affect the decision to accept or reject an applicant.
  - The Festival does not have separate vendor coverage under any insurance it may maintain.
- INSURANCE - Vendors must provide a certificate of insurance in the amount of \$1,000,000 (one million dollars), no later than May 1, 2020. The certificate must include language naming indemnified parties as additional insured as respects to the National Folk Festival on September 11-13, 2020.
  - Indemnified parties as additional insureds on the contract of insurance should be listed as follows: *"City of Salisbury, Salisbury Arts & Entertainment District, National Council for Traditional Arts, and all producing partners, sponsors and affiliates of the National Folk Festival."*
  - The festival disclaims any authority of control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to: obtaining liability and general coverage insurance for vendor-related activities adhering to all local and state ordinances and regulations.
  - The Festival does not have separate vendor coverage under any insurance it may maintain.

**Vendors who fail to comply with or repeatedly violate these guidelines may be expelled and/or not invited to apply in future years. The Festival reserves the right to amend these guidelines as needed.**

**In the event of a dispute, the decision of the National Folk Festival Operating Team will be accepted as final.**

## ADDENDUM A

### COMPOST - Food Scrap Recycling Program Acceptable Materials List:

# COMPOST

#### Accepted Compostable Items

- Fruits and vegetables
- Bread, pasta, grains (*no raw dough*)
- Eggs & Egg shells
- Coffee grounds, filters (*no "Keurig style" cups*)
- Tea bags- loose Tea
- Meat (including bones)
- Corrugated fruit & vegetable boxes
- Paper ice cream containers
- Seafood (including shellfish)
- Compostable bags
- Paper towels, napkins - kitchen only
- Paper plates- Only uncoated or compostable
- Food-soiled newspaper
- Pizza boxes- clean or "greasy"
- Paper bags (uncoated) with food scraps
- leftovers and spoiled food
- Dairy products- milk, butter, cheese- No containers!

#### Non- Acceptable Materials List:

#### (ITEMS MAY NOT BE PLACED IN COMPOST BINS)

- Plastic bags, wrappers or film
- Plastic jugs
- Aluminum or steel cans, utensils, pans
- Plastic utensils
- Facial or toilet tissue
- Pet waste, including cat litter
- Kitchen pots or pans
- Ceramic or plastic dishes
- Styrofoam containers
- Plastic bottles
- Aluminum foil, disposable aluminum pans
- Grease or fats
- Diapers
- Household trash/litter
- Foil backed or plastic backed paper
- Glass of any kind

### RECYCLE - Green SBY Program Acceptable Materials List:

# RECYCLE

#### Accepted Recyclable Items

- Yogurt & butter containers
- Plastic bottles / jugs
- Juice, milk, food cartons
- Aluminum and metal cans
- Can lids and clean foil
- Glass bottles / jars
- Plastic cups / drinking cups
- Containers with identification numbers 1-7
- Wide mouth containers (such as peanut butter, mayonnaise, etc.)
- Corrugated cardboard
- Newspaper
- Aluminum foil
- Pizza boxes (no food residue)
- Paper board boxes
- Rigid plastic containers

#### Non- Acceptable Materials List:

#### (ITEMS MAY NOT BE PLACED IN RECYCLE BINS)

- Plastic bags
- Styrofoam
- Motor oil containers
- Food waste
- Straws
- Grocery bags
- Plastic utensils
- Paper cups
- Ceramics or dishes
- Window glass and mirrors