

TOURNAMENTS & SPECIAL EVENTS

VENDOR INFORMATION SHEET

Introduction

Thank you for using Frederick County Division of Parks and Recreation for your special event. We would like to provide you with a few reminders to ensure that all Frederick County codes are being followed by your vendors at your special event.

All vendors and/or vendor displays are subject to the Division of Parks and Recreation approval. The Division of Parks and Recreation reserves the right to reject all, or any part of the vendor's concession if found in the county's judgment to be unethical, misleading, extravagant, challenging, questionable, or in poor taste or otherwise inappropriate or incompatible with the character of the event. The Division of Parks and Recreation reserves the right to remove any vendor from the event due to violation of County or State regulations.

It is the responsibility of the permitted event organizer to ensure that all vendors have been fully approved prior to the event. Any vendors who have not completed all requirements will not be permitted to be a part of any event on Frederick County property. Approval of permits assumes the applicant is knowledgeable of their vendor and takes full responsibility for state and county codes.

Frederick County, Maryland is not responsible for any items that a vendor might bring in whether for display or to sell. While park gates are closed at night, the parks are still accessible and not secure. The Division of Parks and Recreation is not responsible for any loss, theft, or damage to any items involved with operation of vendor's booth and/or food trucks.

"Goods Vendors"

"Goods" Vendors are allowed at your event when:

- 1) A special request for vendors has been submitted and approved by the Director of the Division of Parks and Recreation. This may have been requested and approved as a part of your complete event request, or as an add on request after original approval.**
- 2) A sales permit must be purchased from the Division of Parks and Recreation for each day, location, and vendor of your permitted event. A Sales Permit is required for each vendor. Vendors with multiple locations must submit a Sales Permit Request for each location. The Sales Permit must be posted and visible during the event.**
- 3) A Certificate of Insurance, naming Frederick County, Maryland as Certificate Holder and as an additional insured, must be submitted by all vendors.** (specific requirements and example can be found in our [Policy and Guidelines](#))



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- 4) Vendor's goods must be related to the specific special event to participate. (i.e. Soccer tournaments selling soccer shirts and equipment, 5k events selling running related gear, etc.)
- 5) Vendors must staff their booths during the entirety of participation in the event.
- 6) Vendors will be assigned a specific space within your special event area. A vendor is not permitted to deviate from their assigned space without prior approval from onsite The Division of Parks and Recreation staff.
- 7) Vendors are responsible for bringing their own tables, chairs, shelter, etc. that they deem necessary. The Division of Parks and Recreation does not provide or authorize electrical hookups for vendors on Frederick County property. For multiple day events, all tents must be lowered to the ground each night. Please keep in mind that The Division of Parks and Recreation is not responsible for lost or stolen items during, after, or in between event days.
- 8) Vendors who arrive or leave during the event must walk in/out all parts of their display and booth set up. No vehicles will be allowed to unload/load during the event. Vehicle loading/unloading is dependent upon weather, ground conditions, and maintaining the integrity of the ground.
- 9) Vendor goods may only be sold within the permitted area for your specific special event to your event's participants and spectators.
- 10) Any vendor signs or banners must be within the vendor assigned space and must follow all Frederick County codes regarding public display of signs or banners.
 - All materials must be put up at the beginning of the reservation period and removed immediately at the end of it.
 - All signs or banners must be related directly to your vendor area in regard to name, information, and pricing.
 - No nails or staples may be used in the posting of signs or banners. Please remove all command strips, tape, string, zip ties, bungee cords, etc.
 - Step in stakes should be used instead of wooden stakes.
 - The advertising must be clean and neat in appearance, and in a good state of repair. Material with profane or obscene content is not permitted. Alcohol, tobacco or similar products, or sponsor names containing these products are not appropriate.
 - Political signs are not allowed at any time.
- 11) Display units should be designed for outdoor use and capable of withstanding the elements. All umbrellas, tents, shade coverings, or unstable or fragile items must be secured or anchored. The event grounds are subject to winds including sudden, strong gusts.



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- 12) All vendor generated trash (large boxes and containers from products purchased for the purpose of generating goods and apparel sales) must be hauled out by vendors each day.

“Food Vendors”

“Food” Vendors or “Food Truck” Vendors are allowed at your event when:

- 1) **A special request for vendors has been submitted and approved by the Director of Parks and Recreation. This may have been requested and approved as a part of your complete event request, or as an add on request after original approval.**
- 2) All Frederick County Sales Permits, Health Department Permits, etc., must be obtained. A Sales Permit must be purchased from the Division of Parks and Recreation for each day, location, and vendor of your permitted event. The Sales Permit is required for each vendor. Vendors with multiple locations must submit a Sales Permit Request for each location. Food Vendors must submit their Health Department Permit with the Sales Permit Application. The Sales Permit must be posted and visible during the event.
- 3) **A Certificate of Insurance naming Frederick County, Maryland as Certificate Holder and as an additional insured must be submitted by all vendors.** (specific requirements and example can be found in our [Policy and Guidelines](#))
- 4) Food Truck Vendors will be assigned a spot where pedestrian and patron line safety has been considered, and roads, emergency access points, and pedestrian traffic are not being blocked.



- 5) Vendors must staff their booths during the entirety of participation in the event.
- 6) Food by vendors may only be sold within the permitted area for your specific event.
- 7) Vendor must cone off area around truck, generators, trailer hitches, and any other sharp or protruding edges for safety of participants.
- 8) Vendors must supply their own power source. Generators must be placed a minimum of 25ft. away from all structures. All cords must be kept off walk paths. Fire Extinguisher must be kept on site along with generator use. Generators must be coned off for pedestrian safety.
- 9) Vendors are responsible for bringing their own tables, chairs, shelter, etc. that they deem necessary. The Division of Parks and Recreation does not provide electrical hook ups.



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- 10) Any vendor signs or banners must be within the vendor assigned space and must follow all Frederick County codes regarding public display of signs or banners.
- All materials must be put up at the beginning of the reservation period and removed immediately at the end of it.
 - All signs or banners must be related directly to your vendor area in regard to name, information, and pricing.
 - No nails or staples may be used in the posting of signs or banners. Please remove all command strips, tape, string, zip ties, bungee cords, etc.
 - Step in stakes should be used instead of wooden stakes.
 - The advertising must be clean and neat in appearance, and in a good state of repair. Material with profane or obscene content is not permitted. Alcohol, tobacco or similar products, or sponsor names containing these products are not appropriate.
- 11) Political signs are not allowed at any time.
- 12) Vendors will be able to leave their supplies (tables, chairs, tents, trailers, etc.) at the park for multiple day events. Tents must be lowered to the ground overnight. Please keep in mind that the Division of Parks and Recreation is not responsible for lost or stolen items during, after, or in between event days.
- 13) No food or drinks (other than water) are permitted on synthetic turf fields.
- 14) Any approved grills must be at least 20 feet from shelters or combustible materials. No grease or coals are to be dumped on park grounds.
- 15) All vendor generated trash (large boxes, cans, and containers from products purchased for the purpose of generating food sales) must be hauled out each day.

