

# VENDOR RULES AND REGULATIONS

January 28, 2012 ▪ Sandy Point State Park ▪ [www.plungemd.com](http://www.plungemd.com)

1. In order to maintain variety and consistency at the event, The Winter Festival event Committee reserves the right to refuse vendors in the same category as vendors or sponsors that have already been confirmed. Upon receipt of the vendor application, the applicant will be notified.
2. It is each individual vendor's responsibility to comply with all Maryland tax commission regulations, including the collection and reporting of sales tax. Each vendor is responsible for paying the tax.
3. The signed Hold Harmless agreement (enclosed), and a certificate of insurance, naming Special Olympics Maryland and Special Olympics, Inc. as additional insureds, is required from all vendors prior to participation in the Festival.
4. **All food vendors are required to obtain Anne Arundel County Health permits, have them clearly displayed at event, and submit a copy to SOMD prior to event.**  
All documentation is to be sent to:  
MSP Polar Bear Plunge  
C/O Jackie Isphording  
3701 Commerce Drive, Suite 103, Baltimore, MD 21227
5. Vendor spaces are located within a huge heated tent. Vendors must provide their own tent, equipment, inventory, water, trash containers, fire extinguishers, and personnel. Please be sure to bring your own water if it is needed for preparing food or beverages for consumption.
6. Vendors must have the approval of and operate within the guidelines of the Maryland Department of Environmental Health and the city of Annapolis, Anne Arundel County Fire Department. Any vendors not in compliance with these policies may be asked to leave.
7. Vendors cannot sell or drink alcoholic beverages within the Festival tent.
8. All vendor booths must have signage and be decorated in a "boardwalk festival" theme.
9. A Deposit of \$250 is required from all Food Vendors in addition to Vendor fee. Deposit will be returned approximately 10 days after event if your vendor space is properly cleaned (no trash or grease marks left).
10. **Set up** –Set-up will be Thursday, Jan. 26<sup>th</sup> between the hours of 9AM- 5PM and there will be 24 hour security provided. If another set up time is required, it must be requested prior to Plunge day by contacting Jackie Isphording at [jisphording@somd.org](mailto:jisphording@somd.org). If you must set up Saturday morning between 6AM- 7:30 AM you will be required to haul your materials from the vendor parking lot to your location within the tent (approximately 200 yards). Please note also that the park does not open until 6AM.

Upon arrival to the park, only one vehicle is permitted to drive to the Festival tent, all other vehicles must park in Vendor parking and walk to tent. Once you have set-up, with the exception of the food vendors who have made prior arrangements with SOMD staff, all vehicles are to be moved back to Vendor parking lot.

11. **Parking** – Two (2) parking pass per vendor will be mailed one week prior to event. If you require more vendor passes, please call Jackie at 410-242-1515, ext. 113. There are a limited number of Vendor parking spaces available, so please keep that in mind when making your plans. Vendors without parking permits the day of the event will be forced to park in the satellite lot and then shuttle over.