

2021 INTERSTATE BBQ FESTIVAL

VENDOR MANUAL

DATE: Saturday, April 17, 2021 ONLY

LOCATION: Washington County Agricultural Education Center
7313 Sharpsburg Pike
Boonsboro, MD 21713

EVENT MANAGEMENT

CONTACT INFO: Interstate Festival Group, LLC

BEFORE SATURDAY:

Rob Immer, Event Director

rob@interstatefestivalgroup.com or text 301-259-1991

SATURDAY ON SITE:

See Nicole (also available via radio)

SHOW HOURS: 11 a.m. until 6 p.m. ONLY

MOVE IN TIMES: 8 a.m. until 10:30 a.m.

*if you need access on Friday, please contact Rob Immer

PLEASE DO NOT DRIVE ON GRASS IF WET OR RAINING

MOVE OUT TIME: 6:01 p.m.

NO EARLY BREAK DOWN, VIOLATORS WILL NOT BE ALLOWED TO RETURN

VENDOR SPACE: Vendor spaces are on concrete or grass and vary in size. Your space should accommodate your needs based on your application. Each vendor is responsible for tenting/setting their display and presenting themselves in a manner which reflects a positive image for the event and their company. Basic booth spaces are 12'x12'.

- ELECTRIC:** Electricity is only supplied to those who have required it in their application. Those who have electricity need to bring their own extension cords.
- VENDOR ID:** Vendor admission is based on the honor system. If you are admitted in as a vendor, you should be at your booth vending. If you have late help arriving, just have them tell the gate attendants that they are also vendors (and which vendor) and they too will be let in on the honor system. Violaters will be punished.
- PARKING:** There will be a designated area for vendors to park. You will learn of this area at the time of Move In from our “Vendor Concierge”. It is also on the map.
- FRIDAY EVENTS:** Friday events are all Kansas City Barbeque Society sanctioned events. This is not open to the public. Vendors are not open on Friday.
- SATURDAY VIP:** One pavilion is dedicated to VIP ticket holders. The location is on the map and ticket inclusions are listed on our website.
- TRASH:** We ask that you place your trash (boxed or bagged trash) behind your tent. Our crew will come by to retrieve your trash periodically. **DO NOT** put anything in our dumpsters yourselves.
- RESTROOMS:** Portable toilets are on site in multiple locations (see map)
- FIRST AID/EMS:** EMS staff, air conditioning, water and other relief is available to vendors, volunteers and patrons who may need it.
- FIRE SAFETY/EXITS:** Each large tent/pavilion is equipped with fire extinguishers and there are multiple fire exits. Please locate the exit nearest you before the event begins.
- ATM:** There IS an ATM, Near The Main Entrance. The public will see it.

- CELL/WIFI:** Cell service is “good” for most carriers. We have not had any vendors express concern about cell service. Wifi might be available in certain areas, but is not promised to anyone. Special arrangements would need to be made well in advance if you need wifi for some reason.
- SECURITY:** Security will be provided for your safety as well as the safety of our patrons. Both volunteers and armed staff will be present throughout the day.
- CARE:** Vendors must not injure or deface the grounds or buildings. When such damage occurs, the vendor is liable to the owner of the property so damaged. The vendor shall comply with all reasonable requests of officials of the complex. Vendors will be charged for; excessive debris left in vendor space and cleanup caused by paint, oil, grease, adhesive materials and abrasives.
- CONDUCT:** Vendors shall conduct and operate in their space so as not to annoy, endanger or interfere with the rights of other vendors, event staff and patrons.
- LIABILITY:** Interstate Festival Group, LLC, Mountain Maryland Events, LLC and Washington County Agricultural Education Center will not be responsible for any injury, loss, or damage that may occur to the vendor or to the vendor’s employees or property from any cause whatsoever. The vendor assumes full responsibility and liability resulting directly or indirectly, or jointly, from other causes that arise because of the actions or omissions of its agents, employees or independent contractors, whether acting with or without the scope of their authority. Your own insurance is your own responsibility.
- SALES TAX:** The sales tax on retail items being sold at this event is 6%. As a company selling items in the state of Maryland, you should be charging sales tax and then forwarding the appropriate funds and paperwork to the Revenue Administration Division. For more information please visit: www.marylandtaxes.com
- HEALTH DEPARTMENT:** A Temporary Food Permit is required to operate at this event. If you are selling food and have not yet obtained this permit,

please contact the Washington County Health Department at 240-313-3400 or www.washhealth.org

PERMITS/LICENSES: Vendors shall obtain all pertinent permits and licenses required by any federal, state or local laws, ordinances and regulations.

IN THE EVENT OF RAIN: This event is rain or shine. It is the responsibility of the vendor to be prepared to protect themselves and their property. Interstate Festival Group, LLC and Mountain Maryland Events, LLC will not be responsible for any weather related damages.

PROHIBITED ITEMS: The sale of alcohol without license and permission, weapons of any kind, illegal drugs and paraphernalia is prohibited. In the event of such sales, vendor will be dismissed immediately.

PEOPLE'S CHOICE: Run exclusively through the VIP pavilion.

BEER, WINE, ETC. There is beer and wine available for sale from the event. Anyone consuming alcohol will be asked for ID, must be 21 years old and will be banded as such.

31

***Your Marked Space # is the
FRONT & MIDDLE of your
booth space (standing,
looking at it properly)***

Use this square if need be.

(12' X 12')



2021 EMERGENCY ACTION PLAN
APRIL 16-18, 2021
7313 Sharpsburg Pike
Boonsboro MD 21713

<p><u>Director</u> Rob Immer 301-991-2373</p>	<p>EMERGENCY SERVICES If Serious, CALL 911</p>	<p><u>Vendors/</u> <u>Volunteers</u> Sarah/Nicole (On Radio)</p>	<p><u>Logistics</u> Chuck Triesch 301-573-6467</p>
<p><u>Overnight</u> Tina Triesch 301-573-6424</p>	<p>EMS County Medical Transport ON SITE</p>	<p>SECURITY Elmo Pierce (On Radio)</p>	<p><u>VOLUNTEER EMS</u> Tina/Chuck Triesch (On Radio, when ambulance not here)</p>
	<p>FIRE Fairplay Fire Dept. 301-582-0099 Emergency: 911</p>		<p>TRAFFIC Elmo Pierce (On Radio)</p>
	<p>POLICE Wash Co Sheriff 240-313-4345 Emergency: 911</p>	<p>KCBS Reps Louise Weidner 484-269-6756 Bill Jones 804-467-3559 Bob/Angela McKee 240-475-5948</p>	
	<p>HOSPITAL Meritus Medical Ctr. 301-790-8000</p>		