



2025 Food Vendor Guidelines

This large-scale multi-day outdoor event, celebrates the roots, richness and variety of American culture. It features hundreds of the nation's finest musicians, dancers, craftspeople and other keepers of culture in performances, workshops, and demonstrations, plus children's activities, non-stop participatory dancing, storytelling, and more.

We are now accepting food vendor applications for the 2024 Maryland Folk Festival

2025 DATES → September 19, 20, & 21, 2025 – Downtown Salisbury, MD

Final Application Deadline: Monday, May 19, 2025

APPLICATION PROCESS

Applying vendors are required to submit the following:

- 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.
- 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 to be considered. Acceptance in prior years does not guarantee acceptance in future years.
- Failure to meet the application deadline may result in rejection of application

Selection Process

The number of food vendors selected for the 2025 Maryland Folk Festival will depend on the final site design layout. The festival will have approximately 10 food vendor spots available.

- All food vendors are reviewed. 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 accurately.
- The festival may limit specific types of food or beverage to ensure a wide selection of items for festival-goers.
- Applicants will be accepted on a rolling basis and will receive notification by email regarding acceptance or rejection by no later than May 29, 2025.
- The Maryland Folk Festival reserves the right to deny any application without explanation.

FOOD VENDING AT THE MARYLAND FOLK FESTIVAL

APPLICATION STEPS:	Due Dates:
Applications Open (acceptance/rejection on a rolling basis)	March 3, 2025
Application Deadline	May 19, 2025
Final Date of Notification of Acceptance by Email	May 30, 2025
TFSL Permit Application Due to Wicomico County Health Department & Copy sent to Food Vendor Coordinator	June 20, 2025
Deadline for Power Orders, Operation Specifications, & Insurance	June 20, 2025
Festival Emails Contracts	June 27, 2025
Deadline for Submission of fully-executed Contract and Vendor Fees	July 10, 2025
Cancellation for Refund	August 1, 2025
Participation Details Emailed to Vendors	August 29, 2025
2024 Maryland Folk Festival	September 19-21, 2025

Vendors selected to participate in the Maryland Folk Festival will receive an acceptance notification no later than May 30, 2025.

Further notifications 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, and ice order estimation. You can download the TFSL application here: [TFSL Application](#).

June 20, 2025 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 ice 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 June 27, 2025. Signed contract and fee payment are due by July 10, 2025.

Food Vending Hours of Operation

- Festival Vending Hours:
 - ⇒ Friday: 5pm to 9:30pm
 - ⇒ Saturday: 11:30am to 9:30pm
 - ⇒ Sunday: 11:30am to 6:00pm
- 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.

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 10-15 feet deep. A 10 frontage foot space leases for \$600; a 20 frontage foot space leases for \$800. Each additional frontage foot used beyond 20 feet leases for an additional \$25. 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.

Frontage Feet	10	20	21	22	23	24	25
Fee	\$650	\$850	\$875	\$900	\$925	\$950	\$975

Frontage Feet	26	27	28	29	30	31	32
Fee	\$1,000	\$1,025	\$1,050	\$1,075	\$1,100	\$1,125	\$1,150

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 Salisbury are eligible for a **25% off the food vendor space fee**. Please contact the Food Vendor Coordinator if you wish to apply this discount to your booth fee. The discount does not apply to other costs, including but not limited to electricity, tent rental, and ice purchase.

Refunds

- No refunds for cancellations after **August 1, 2025**.
- 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 Maryland Folk Festival. You can review some of the basic requirements by clicking the following link: [Wicomico County Health Department Food Safety & Information](#) Contact WCHD at 410-546-4446 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 19, 2025.
- 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 the WCHD 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 19, 2025.
 - Fire Marshal: All vendor booths/food operations (including food trucks and trailers) cooking food will be inspected on Friday, September 19, 2025.
- 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 ice purchased from the festival.

Set up

- You **MUST** arrive and move into position at your scheduled time on Friday, September 19, 2025.
- 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 of 10'-15').
- 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 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 may be allowed 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 may not leave food or food displays out overnight.
- 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 Coordinator.** 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 the vendor; you must request extra bins if needed by Sunday morning.**
- Vendors may not sell MDFF 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 firemarshal@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.
 - **PLEASE READ:** Hurricane ratings are REQUIRED for all tents used in food production areas. Frames are metal with "T" connectors. Ask the Food Vendor Coordinator for examples or more details.

- All tents rented from NFF are hurricane and fire safety rated to specifications. If a vendor is not able to provide a 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. (Rental cost of a 10'x10' tent is \$400 – this price has increased from last year and 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 June 20, 2025. 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 the vendor's booth. Prices must be listed.
- Vendors are not granted exclusive rights to sell any particular item.
- In an effort to maintain a professional level appearance and feel among all vendors, all signage and menu boards must be of standard condition. Signage must look nice and be readable. Prices must be listed.
- 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 undercooked 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.

Health & Safety

- Any vendor not complying with City, County and State regulations will be immediately closed down and may not be 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 [WCHD](#)
- 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 potable water available within 200' of their booths. **All vendors are responsible for providing their own food-grade hose.**

Maryland Styrofoam Ban

- **As of 2020, Maryland state law bans the use of Styrofoam in takeout/to-go containers.**
- What types of products does this affect? - The ban applies to EPS food service products. The law defines an EPS food service product as a product made of EPS that is:
 - Used for selling or providing food or beverages; and intended by the manufacturer to be used once for eating or drinking or generally recognized by the public as an item to be discarded after one use.
 - EPS food service products include food containers, plates, hot and cold beverage cups, trays, and cartons for food.
- EPS food service products do NOT include:
 - Egg cartons shipped into the State for packaging or cartons of eggs that have been packaged within the State for sale within the State.^[1]_[SEP]
 - Food or beverages that have been packaged in EPS containers before receipt by a food service business.^[1]_[SEP]
 - A product made of EPS that is used to package raw, uncooked, or butchered meat, fish poultry, or seafood; or Non-foam polystyrene food service products.^[1]_[SEP]

IMPORTANT → The Environmental Health Division of the Wicomico County Health Department will look for Styrofoam containers during routine inspections. If the product has not been removed during re-inspection, the agency will report the noncompliance to the Maryland Department of the Environment (MDE).

For more information on the Styrofoam ban and other resources, call Environmental Health (410) 546-4446, visit the Wicomico County Health Department's website at www.wicomicohealth.org.

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 in the application.
- The fee structure for additional electricity beyond the first 20 amp/ 120V circuit is:
 - 20 amp 120V (standard 120V plug) - \$30 per additional line
 - 20 amp 240V (NEMA 6-20) - \$125 per additional line
 - 30 amp 120/240 (NEMA L6-30) - \$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
- Vendors will be required to submit the electricity order requirements by **June 20, 2025**. 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.
- Use of power taps, beyond those contracted for, could result in immediate cancelation of vendor's contract.

Refrigeration/Freezers

- 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 will not offer refrigeration and freezer service to vendors.

Beverages & Ice

- Vendors may supply their own soda and water for sale, and price per usual.
- Vendors must supply a complete list including prices to the Food Vendor Coordinator with other menu items.
- **No alcoholic beverages may be sold.**
- Ice must be purchased from the festival on site (\$7.00 each 16 lb bag of ice). The festival will reconcile the amount owed by September 30, 2025. If the vendor owes the festival, payment will be due by October 10, 2025.

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.
- Once in place, food vendors operating from a truck or 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.
- 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 non-designated spaces behind or near vendor booths during the festival.

Booth Clean Up

- Vendors may not dismantle or remove booths before 6:00pm on Sunday, September 21, 2025.
- 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 10:00pm on Sunday, September 21, 2025.**
- 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, 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 Maryland Folk Festival aims to minimize its environmental impact. 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.

- Vendors will be supplied with 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 recycling guide may be found in Addendum A of these guidelines.

**Vendors must participate in our recycling programs.
Festival personnel will be supporting vendors in this effort.**

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 19, 2025. 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.
- INSURANCE - Vendors must provide a certificate of insurance in the amount of \$1,000,000 (one million dollars), no later than June 20, 2025. The certificate must include language naming indemnified parties as additional insured as respects to the Maryland Folk Festival on September 19-21, 2025.
 - Indemnified parties as additional insureds on the contract of insurance should be listed as follows: ***“City of Salisbury, and all producing partners, sponsors and affiliates of the Maryland 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 Maryland Folk Festival Operating Team will be accepted as final.

ADDENDUM A

RECYCLE - Green SBY Program Acceptable Materials List:

Accepted Recyclable Items

- Yogurt & butter containers
- Plastic bottles / jugs
- Wide mouth containers (such as peanut butter, mayonnaise, etc.)

- 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

- 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