



H A G E R S T O W N
1ST A N N U A L
FIBER FEST

Dear Downtown Business Colleagues,

The entrepreneurs behind The Yarn Shop are organizing the first ever **Hagerstown Fiber Fest** taking place on **Saturday, October 15, from 9am-4pm** in University Plaza. This event will feature fiber vendors selling yarn, accessories, and handcrafted items like sweaters and hats; demonstrations of spinning and weaving; and of course, food and music to tie the whole thing together.

Because we love Downtown Hagerstown and want to lift everyone up, we are inviting Downtown Hagerstown restaurants **FIRST** to vend at the event. You can cook on-site, bring prepared items to the Plaza, or use your food truck or cart. Whatever it is, we want you there!

There is NO FEE for Downtown Hagerstown restaurants to participate. We DO ask for your firm commitment by filling out the agreement form on the following page and returning it to us no later than MONDAY, MAY 16. ***Only after May 16, if we do not have enough participation from Downtown Hagerstown restaurants, will we reach out to food trucks and other potential food vendors to participate.***

Contact me with any questions. We hope you'll join us!

Thanks.

Sincerely,

Melissa Noel
Owner, The Yarn Shop
theyarnshophagerstown@gmail.com

Hagerstown Fiber Festival Food Vendor Agreement
PLEASE REPLY NO LATER THAN MONDAY, MAY 16

Restaurant Name: _____

Contact Name: _____

Phone: _____ Email: _____

Please list the items you will sell and an approximate cost:

Will you cook on-site? YES NO Fuel type: _____

Will you be using a tent? YES NO (note: tents may not be staked)

Will you be operating out of a food truck or cart? YES NO
If so, what are the dimensions? _____

By signing below I agree to the following requirements:

- To comply with the fire and life safety code. Contact the Fire Marshal in advance of the event at (301) 790-2476 to ensure your set up is compliant.
- To provide a flame-retardant certification of a tent, if cooking under one.
- To not allow people to assemble under any tent where cooking is also taking place.
- To secure and protect from damage any propane tanks.
- To have a fire extinguisher with a current inspection certificate on hand.
- To dispose of all cooking oil and grease properly; it may not be discarded in drains.
- To be at least 15' away from buildings, vehicles, other food vendors, if cooking on-site.
- To comply with laws regarding the collection of Maryland State Sales Tax. Contact the State of Maryland's Comptroller's office for more information.
- To forward a health permit from the Washington County Health Department to event organizers. If the Health Department does not require you to have a permit, please supply written documentation of exemption.
- To supply a Certificate of Insurance to the Hagerstown Fiber Fest.
- To sign and return a Hold Harmless Agreement, per City of Hagerstown requirements.

Please attach the following:

- Washington County Health Department Food Permit
- Certificate of Insurance
- Signed Hold Harmless Agreement (on following page)

Signed by:

PRINT NAME

DATE

Signature

Return to Hagerstown Fiber Fest, c/o The Yarn Shop, 98 W. Washington Street,
theyarnshophagerstown@gmail.com

**HAGERSTOWN FIBER FEST
HOLD HARMLESS AGREEMENT**

Lessee/User: _____

Event/Use: Hagerstown Fiber Fest

Location: University Plaza, Hagerstown, Maryland

Date of Use: 10/15/2022

The Lessee/User agrees that it shall indemnify Hagerstown Fiber Fest and hold harmless Hagerstown Fiber Fest against any and all fines, suits, claims, demands, expenses, actions, losses, alleged losses, or liabilities of whatsoever nature or kind incurred wither directly or indirectly with in law or equity, paid, suffered or incurred as a result of the acts, activities, or omissions of the Lessee/User, its agents, servants, or employees, due to the operation and use of the premises. It is further agreed that the Lessee/User shall in addition to holding the Hagerstown Fiber Festival harmless from any and all liabilities or damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend Hagerstown Fiber Fest at Lessee's/User's expense against any and all claims, suits, demands, of whatsoever nature or kind.

Lessee/User

By (Signature and Title)

Street

City, State, Zip

Telephone

Return with Vendor Agreement to:

Hagerstown Fiber Fest
c/o The Yarn Shop
theyarnshophagerstown@gmail.com
98 W. Washington St
Hagerstown, MD 21740