



To Whom It May Concern:

The Western Maryland Jaycees will be hosting the 8th Annual Tri-State Wing-Off at Ali Ghan Shrine Club Festival Grounds and we would like to give YOU the chance to be a part of one of the fastest growing events in the Tri-State area!

The Wing-Off brings together area businesses, celebrating the community's mutual appreciation of the buffalo wing. For the past 7 years, the Wing-Off has experienced exponential success raising money for local charities.

About this year's event: A daylong competition on June 16th from 12:00 PM -10:00 PM, where wing-serving restaurants from all over fry up thousands of chicken wings to be eaten and judged by the public for numerous awards, including the prestigious title of 2018 Tri-State Wing-Off Champion! The 8th annual Wing-Off will be an all day extravaganza filled with amazing and unique wings, plenty of cold beer and some SERIOUSLY awesome music! Don't forget to get there in time for the wing-eating contest and watch competitors race for the coveted chicken trophy! This year promises to be as eventful and exciting as ever! We're working on another fantastic musical line-up, plus all the wings you can imagine and a fun-for-all ages atmosphere!

Please take a few minutes to read through this packet as you will find important information and details relating to your potential participation as a vendor in the 8th Annual Wing-Off. Please return your application immediately to ensure consideration.

A few "registration" changes will go into effect this year to help our staff be prepared in advance. As in previous year's, vendor spots are available on a first come, first served basis. To save your space, the following items will be required at the time of application:

- Signed and completed Vendor Application
- Signed and completed Liability Waivers
- \$100 participation fee (non-refundable)
- Copy of businesses food service license, or application for a temporary license from the Health Dept
- Proof of liability insurance of at least \$500,000.00

Application is considered complete when these items are returned to the Vendor Coordinator. The participation fee may be paid by check, or on our website at www.tristatewingoff.com under the Vendor tab. **The deadline to submit a completed application is May 1st, 2018.**

If you have any questions about the information included in this packet, or anything related to the event, please do not hesitate to contact a member of the event management team at any time. You can reach Event Coordinator Matt Miller at 240-522-6114 or email at matt.miller@chooscumberland.org.

Members of our community will benefit tremendously by your support and generosity. This event is the largest fundraiser for the Western Maryland Jaycee's, largely funding our activities in the local community throughout the year. We would be most appreciative of your support as we continue to promote our hometown and the wonderful organizations that are a part of it. On behalf of the membership of the Western Maryland Jaycees and please accept our sincere gratitude for your consideration of this invitation to participate as a vendor in this very exciting event.

Sincerely,

Matt Miller
Event Chair/"Wing-Man"
240-522-6114

Western Maryland Jaycees present The 8th Annual Tri-State Wing-Off

I – Event Info

- **Location:** Ali Ghan Shrine Club Festival Grounds
- **Date:** Saturday, June 16th, 2018
- **Time:** 12 pm – 10 pm
- **Description:** The tri-state general public is invited to attend, taste wings from the vendors present and vote for their favorite wing restaurant or bar! There will be live music throughout the day from several area bands. There will be exhibitors and other food and merchandise vendors. The Jaycees will be selling beer and other beverages to event patrons.
- **Patron costs:**
 - \$20.00 tickets (weekend sale), \$25 in advance until June 1st, \$30.00 admission at the gate.
 - Patrons will be able to purchase beverages from the Jaycees' beverage tables.
 - Patrons will be afforded the opportunity to purchase wings from each vendor at **a fee of your discretion**. They will also have the opportunity to purchase additional food items and merchandise directly from the vendors.
- **Voting for Awards:** The Voting Process for the 2018 Tri-State Wing-Off is most likely going to be re-vamped. We will instruct vendors on the changes closer to the date of the event
- **Where does the money go?** The Western Maryland Jaycees is a community not-for-profit organization of young professionals who pursue leadership development through community service. The majority of proceeds from our event go into a Jaycee's general account that is used to fund non-profit donations throughout the year. A set amount of funds from the Wing-Off are also allocated to a specific group. This year's beneficiary is in the process of being chosen. Additionally, it takes a lot of volunteers to make the Wing-Off happen. In 2017 alone, the Jaycee's disbursed over \$13,000 to local non-profits in exchange for their help the day of.

II – Vendor Information

- **Application:** In order to participate in the 8th Annual Tri-State Wing-Off a vendor must submit a completed application to the Vendor Coordinator by May 1, 2018. A maximum of 10 vendors will be allowed to participate this year.
 - The Wing-Off vendor application consists of:
 - Signed and completed Vendor Application
 - Signed and completed Liability Waivers
 - \$100 **NON**-refundable participation fee
 - Copy of businesses food service license, or application for a temporary license
 - Proof of liability insurance of at least \$500,000.00
 - When a completed application is approved by the Vendor Coordinator it will guarantee that Vendor's full participation in the Wing-Off on June 16, 2018.
 - Within one week of the submission of a completed application the vendor will be notified of the application's approval or rejection. (Reminder: only 10 vendors allowed.)
 - The Western Maryland Jaycees reserve the right to approve or reject any application for any reason, at the discretion of the Vendor Coordinator and Event Chair.
- **Deposit:** Each vendor will be required to pay a \$100 participation fee to secure their position as a vendor and to ensure the full participation of all vendors.
- **Set-up:**
 - Early set-up times have yet to be determined. We have to organize with another group using the grounds the day before when we will be able to set up. We will be in contact with you regarding this ASAP.
 - Day of set-up will begin at 8:00 AM on the morning of the event.
 - You will be allotted 20ft x 20ft of area that will be pre-determined when you arrive at the event.
 - As a vendor you will be responsible for the set-up of your booth.
 - Booth details:
 - Canopies/tents may not encroach into the fire lane and must be staked or weighed down.
 - Booths must be approved by the Wing-off Vendor Coordinator.
 - Booths will be required to pass an inspection by the Allegany County Health Department no later than 11:30 AM on the day of the event.
- **Parking:**
 - **Vendor vehicles WILL NOT be permitted to remain on the event grounds during the event.**
 - Upon arrival at the event grounds please unload your vehicle and then move your vehicle to an authorized parking location BEFORE setting up your booth.

- Vendor vehicles must be removed from the festival grounds by 10:30am.
- **What the Jaycees will provide to Vendors:**
 - **One gas fryer & baskets** – We have a limited number of fryers available, each vendor will be offered one. Additional fryers are available for rent from American Rent All in Cumberland, or vendors are free to provide their own additional fryers. The Jaycees will provide fuel for vendor supplied fryers.
 - **Propane Fuel for fryers**
 - **Refrigeration** for wings supply
 - **Electricity** – The power will be on and available for use at no cost but will be somewhat limited. Vendors must bring their own 110-volt extensions cords, long ones.
 - Napkins, paper towels, wing boats
- **What the Vendors will need to bring:**
 - Cooking oil, cooking utensils, tongs, chafing dishes, any additional equipment/supplies you feel you will need to effectively cook & sell wings.
 - Hair restraints & gloves for servers
 - Tents/Canopies
 - Logo display and other booth decoration
 - Additional food items and sides for sale
 - Merchandise for sale
 - Trash can(s) & bags
 - Extension cords, 110v only (very long ones)
- **Inspection, License & Insurance**
 - Each vendor booth will be required to pass an inspection by the Allegany County Health Department and Fire Marshal.
 - Each vendor is required to supply a copy of its food service license to the Jaycees with their application. (Temporary licenses are available from the Allegany County Health Department.)
<http://www.alleganyhealthdept.com/envhealth/pdf/TempFoodPermitApp2014-10-08.pdf>
 - Each vendor is required to show proof of liability insurance of at least \$500,000.00.
- **Wings Sales:**
 - Wing sales will be **not** be mandated this year. Each Vendor will **determine their own food prices.**
- **Additional Items Sales:**
 - Vendors are encouraged to bring side items to sell directly to event patrons, such as: Bleu Cheese, Ranch, celery/carrot sticks. **There will be a Best Side award.**
 - Vendors are also permitted to bring additional food items to sell to patrons such as pizza, sandwiches, etc.
 - Vendors are also encouraged to decorate their booth and to bring any branded merchandise to sell to event patrons. **There will be a Best Booth award.**
 - **Important note:** Vendors will be responsible for their own inventory for sale of these items. The Jaycees cannot and will not be held responsible for any loss or damage, regardless of cause, on these items.
 - If applicable, each vendor is responsible for collecting sales tax and remitting it to the Maryland Sales Tax office. For additional information, please visit:
<http://business.marylandtaxes.com/>
 - **The Western Maryland Jaycees reserves the exclusive right to sell all beverages at the 8th Annual Wing-off. Vendors are not permitted to sell beverages of any kind during the event.**
- **Food Preparation:**
 - Vendors can either bring wings prepared off-site to the event or prepare their wings at their booth.
 - Vendors can prepare and sell **as many flavors of wings at the event as they choose.**
- **Awards**
 - Note** Our voting platform may change. We will keep all participating vendors in the loop when it has been finalized. We are currently working towards a LIVE ELECTRONIC VOTING PORTAL. This will show voting results in real time to all participants. We want to be sure the voting is fair and balanced for all involved.
 - Vendors will compete for the BEST OVERALL WINGS and 8th Annual Wing-off Champion!
 - There will also be sub-categories up for a vote by the event patrons:
 - Most Unique Wing
 - Best Wing Sauce
 - Best Dry-rub Wing
 - Hottest Wing

- Non-Wing Awards
 - Best Dipper (Bleu Cheese, Ranch, etc.)
 - Best Booth Display
- The name of the Champion and other winners will be announced to the public media.
- The Jaycees will prepare a news release to announce the award winners and the Champion and thank all of the vendors who participated.
- The Jaycees will award the winners of the sub-categories with a certificate and will present the Wing-off Champion with a plaque.
- **Tear-down:**
 - **VENDORS MUST EMPTY COOKING OIL FROM AND CLEAN JAYCEES OWNED FRYERS. USED OIL IS TO BE DISPOSED IN THE OIL TANKS PROVIDED ON THE GROUNDS. Failure to do so will prevent the vendor from returning to a future "Wing-Off" function.**
 - The event runs from 12pm – 10pm
 - Tear-down may begin at 8 pm, however, vendors may choose to serve wings until 10 PM. TEAR-DOWN MUST BE COMPLETE BY 11:00 pm.
- **Attendance:** We have gone all out on our entertainment this year, focusing on drawing a large crowd. Although it is impossible to predict the future, we estimate an attendance of 4,000 people is fairly reasonable.
- **Weather Policy:** The show must go on! This event will happen as scheduled – rain or shine. Please watch the forecast in the days leading up to the event and plan accordingly. In the off chance that a weather event occurs that is severe enough to force the cancellation of the wing-off, the decision to cancel or close the event early rests solely with the Event Chair. There is no rain date.
- **Advertising:**
 - The Western Maryland Jaycees will be engaging in paid media, social media and non-paid advertising to promote this event.
 - We ask that, as a vendor, you allow us to include your name, logo and any pictures we choose for publicity, advertising and other commercial purposes before, during and after the event. Please send preferred pictures to wing-off@wmdjaycees.org.
 - We also hope that you will help us promote this event to your own customer base through the display of the event flyer/banner at your establishment and/or include the event flyer attached to delivery orders and in menus at your establishment.

TO COMPLETE YOUR APPLICATION PLEASE RETURN THE FOLLOWING ITEMS TO THE WING-OFF VENDOR COORDINATOR AS SOON AS POSSIBLE AND NO LATER THAN MAY 1st, 2018:

- Signed and completed Vendor Application
- Signed and completed Liability Waivers
- \$100 participation fee (*Note this is change from previous years.*)
- Copy of businesses food service license, or application for a temporary license from the Health Dept
- Proof of liability insurance of at least \$500,000.00

The participation fee may be paid by check, or on our website at www.tristatewingoff.com under the Vendor tab.

WITHIN ONE WEEK OF THE SUBMISSION OF A COMPLETED APPLICATION THE VENDOR WILL BE NOTIFIED OF THE APPLICATION'S APPROVAL OR REJECTION.

The Western Maryland Jaycees reserve the right to approve or reject any application for any reason, at the discretion of the Vendor Coordinator and Event Chair.

Event Chairman: Matt Miller, (cell) 240-522-6114, E-MAIL: matt.miller@choosecumberland.org



Wing-Off Application Checklist:

- Vendor Application (Page 6 of this Packet)
- Vendor Release & Liability Waiver (Pages 7 & 8 of this Packet)
- \$100 Participation Fee, Check or Payment Online
- Copy of businesses food service license, or application for a temporary license from the Health Dept. Application available at:
<http://www.alleganyhealthdept.com/envhealth/pdf/TempFoodPermitApp2014-10-08.pdf>
- Proof of liability insurance of at least \$500,000.00

ALL of the above items must be complete to reserve your spot at the 8th Annual Tri-State Wing-Off.

*Please remember that vendor spots are first come, first served, and will be limited to 10.
(We only have that many fryers, so there is **NO flexibility** in vendor participation numbers.)*



Western Maryland Jaycees 8th Annual Tri-State Wing-Off **VENDOR Application**

You are invited to submit an application for the 8th Annual Tri-State Wing-Off. Please return your application immediately to ensure consideration. The festival is held at Ali Ghan Shrine Club Festival Grounds in Cumberland, MD and is under the management of the Western Maryland Jaycees. A limit of 10 vendors will be allowed in 2018.

Please complete all information below before remitting. Application must be received by May 1, 2018.

Vendor Business Name: _____

Street, City, State, ZIP: _____

Business Owner Name & Contact Number: _____

Event Coordinator Contact Name: _____

Contact Phone: _____ Contact E-mail: _____

Maryland Sales Tax # (if applicable) _____

Food Service License # _____

Number of badges requested: _____ Do you plan to use a fryer provided by the Jaycee's? _____

Special Requests: _____

Authorized Signature _____ Date _____

The Western Maryland Jaycees reserve the right to approve or reject any application for any reason.

This document may be emailed or mailed to the below contact:

Vendor Coordinator: Matt Miller, 240-522-6114, E-MAIL: matt.miller@choossecumberland.org

Mail to: WMD Jaycees, P.O. Box 1333, Cumberland, MD 21501-1333

WWW.TRISTATEWINGOFF.COM

The Western Maryland Jaycees

8th Annual Wing-Off Vendor Agreement, Release & Liability Waiver

This vendor agreement is between the United States Junior Chamber of Commerce, Cumberland Jaycees (dba "Western Maryland Jaycees" and hereinafter referred to as "Jaycees"), and (print name of business) _____, represented by (print name of vendor representative) _____ (hereinafter referred to as "Vendor").

This agreement provides for the Vendor to participate in the Western Maryland Jaycees 8th Annual Tri-State Wing-off (hereinafter referred to as "8th Annual Wing-off") from 12 pm to 10 pm on June 16th, 2018 on the Ali Ghan Shrine Club Festival Grounds in Cumberland, Maryland, to prepare and sell fried chicken wings and pieces, condiments, merchandise and other goods as provided in this agreement according to the Western Maryland Jaycees 8th Annual Tri-State Wing-Off Vendor Packet (hereinafter referred to as "the Vendor Packet").

Please initial each line:

_____ I agree to participate as a wing vendor at the 8th Annual Wing-off on June 16, 2018.

_____ I acknowledge the receipt of, have read, understand and agree to abide by the policies, procedures and stipulations set forth in the Vendor Packet.

_____ I agree to provide the Western Maryland Jaycees with a \$100 participation fee.

_____ I represent that I carry liability insurance in an amount equal to or greater than \$500,000.00.

_____ I agree to permit the Jaycees the use of Vendor name and pictures for publicity, advertising and commercial purposes (including, but not limited to, newspapers, Internet, magazines, radio and television) before, during and after the event and do, hereby, relinquish any rights whatsoever to any photos taken in connection with the event, and give permission to publish, sell, or otherwise dispose of said photographs to the Jaycees. All publicity and advertising rights are reserved by the Jaycees.

_____ In consideration of being permitted to perform and/or provide the services and/or goods specified in the Vendor Packet for and/or to the Jaycees, and FOR RECEIPT of the reimbursements as stipulated in the Vendor Packet, the vendor, for itself and all its employees, agents, representatives, and assignees, agrees and represents that it has or will inspect and carefully evaluate 8th Annual Wing-off event grounds. It is further warranted that performing and/or providing the services and/or goods specified constitutes an acknowledgement that such premises and all facilities and equipment thereon have been inspected and carefully evaluated and that the vendor finds and accepts same as being safe and reasonably suited for the purpose this contract.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE 8th ANNUAL WING-OFF FOR ANY PURPOSE CONSISTENT WITH THIS AGREEMENT THE VENDOR HEREBY AGREES TO THE FOLLOWING:

_____ I hereby release, waive, discharge and covenant NOT TO SUE the Jaycees, its directors, officers, employees, donors, volunteers and agents (hereinafter referred to as "releasees") from all liability to the vendor, its employees, agents, personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to person or property or resulting in death of the vendor, its employees, agents, or representatives, **whether caused by the negligence of the releasees or otherwise** while the vendor or its employees, clients, agents, or representatives are in, upon, or about the premises performing duties related to this agreement.

_____ I hereby agree to indemnify, defend, save, and HOLD HARMLESS the releasees and each of them from any loss, liability, damage, or cost they may incur arising from the vendor's operations at the 8th Annual Wing-off grounds **regardless of whether such harm is caused by the sole or partial fault of the releasees.**

_____ I hereby assume full responsibility for and risk of BODILY INJURY, DEATH, OR PROPERTY DAMAGE that may be incurred arising from the vendor's operations at the 8th Annual Wing-off premises **regardless of whether such harm is due to the sole or partial fault of the releasees.**

_____ I hereby further expressly agree that the forgoing AGREEMENT, RELEASE AND LIABILITY WAIVER is intended to be as broad and inclusive as is permitted by the law of the State of Maryland and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

IT IS FURTHER MUTUALLY AGREED between the parties that:

- (a) The vendor shall not violate any city, county, or state law in or about the said premises.
- (b) The vendor shall not assign this agreement without written consent of the Jaycees.
- (c) The vendor is responsible for determining the condition and appropriateness of equipment used by its clients, notifying the Jaycees if the equipment is unsatisfactory in any manner, and preventing the use of unsatisfactory equipment by its clients.
- (d) This agreement may be terminated by either party no less than twenty-one (21) days prior to the date of the event and will entitle the Vendor to a full refund of the participation fee.
- (e) The Jaycees reserves the right to restrict vendors to acceptable behavior during any and all activities of 8th Annual Wing-off. If for any reason a vendor's appearance or conduct is deemed objectionable by the Jaycees, the vendor will be subject to eviction from premises. This reservation includes persons, things, conduct, printed matter, or any act, act or item of poor character which the Jaycees considers objectionable to the event's well-being. In the event of eviction or restriction, the Jaycees is not liable for compensation to the evicted vendor except at their own discretion.

THE VENDOR HAS READ AND VOLUNTARILY SIGNS THIS Vendor Agreement, Release & Liability Waiver, and further agrees that no oral representations, statements, or inducement inconsistent with the foregoing written agreement have been made.

Print name of vendor representative

Print name of Vendor Company

SIGNATURE OF VENDOR REPRESENTATIVE

DATE SIGNED

This document may be emailed or mailed to the below contact:

Vendor Coordinator: Matt Miller, 240-522-6114, E-MAIL: matt.miller@choosecumberland.org

Mail to: WMD Jaycees, P.O. Box 1333, Cumberland, MD 21501-1333

WWW.TRISTATEWINGOFF.COM