



Groundhog Day Event

When: Friday, January 31, 2025 (Snow Date: Friday, February 14, 2025)

5:00pm – 9pm

Announcements of Last Call begins at 8:15pm and 8:30pm

Last Call for alcohol at 8:30pm, no more pours after 8:30pm

Where: Washington County Agriculture Education Center Multi-Purpose Building

7313 Sharpsburg Pike

Boonsboro, MD 21713

Contact person: Kelsey Keadle 301-573-7039 or kkeadle@washco-md.net

Vendor set up is 2:30pm to 4:30pm

Vendor cleanup is 9:00pm to 10:00pm

Provided for you:

Tables measure 3x8 foot

Covered by navy tablecloth

2 chairs provided per vendor table (others available)

Commercial kitchen on site for cleanup purposes (must request in advance)

Forms/Certifications required:

1. All vendors will receive \$100 check payable after the event. For new vendors, Washington County Government requires every new vendor to complete a Vendor Request Form (W-9 and supplier information form) which will be emailed to you upon approval of your application.



2. Complete Groundhog Day Event Vendor Application form attached.
3. Each vendor is required to provide a sample of their product; food sample vendors must complete The Washington County Health Department Permit to Operate a Special Temporary Food Service Facility form attached/emailed to you and bring the certificate with you to the Groundhog Day event or provided it via email in advance.
4. Wineries, breweries, and distilleries need TAM certificate for at least one employee present at the event.
5. For wineries, breweries and distilleries please complete your off-permit sales license using our Washington County Liquor License number 20201888.

You will receive email and hard copy of all these forms.

Please return completed forms by January 10, 2025. Your information will be used in promotional material, advertising and media so turn in all the completed forms ASAP to promote your business.

Key information:

1. All guests will be carded upon entrance into the building to ensure all attendees are 21.
2. Vendor space assignment has been determined in advance.
3. Snow Date is Friday, February 14, 2025.
4. In the event of poor weather conditions, a decision will be made by Noon on Friday January 31, 2025
5. Max ticket sales will be 350 people. Visit Eventbrite for more details.

For any questions or concern, please contact Kelsey Keadle directly at 301-573-7039 or by email at kkeadle@washco-md.net



Groundhog Day Event- Vendor Application

Contact person: Kelsey Keadle 301-573-7039 or kkeadle@washco-md.net

Please return this completed form to Kelsey Keadle on or before January 10, 2025:

Kelsey Keadle
Washington Co. Department of Business and Economic Development
100 West Washington Street
Suite 1401
Hagerstown, MD 21740

Vendor Information:

First and Last Name:
Name of Business:
Address of Business:
Have you attended the Groundhog Day event before:
Primary Contact Person Name:
Primary Contact Phone Number:
Primary Contact email address:
Name (s) of employees attending:
If applicable, name of employee attending TAM certified:
What will you be providing for the Tasting/ Sampling (please be specific):



What will you have on hand to sell:
Do you need access to the commercial kitchen?
Do you need access to an electrical outlet?
Business Web Site:
Facebook Site:
Have you obtained your Health Department Permit for Food Tasting:
Attach/email proof of payment to Washington County Health Department of Permit to Operate on a Special Temporary Food Service Facility Permit:
Complete (if required as new vendor) Vendor Request Form (W-9 and supplier information form) which will be sent to you by email upon completion of application:
If applicable, proof of off-permit sales license: