



## Western Maryland Blues Fest 2026 VENDOR MANUAL

\*Management reserves the right to amend any/all procedures as seen fit

DATE: June 6th and 7th, 2026

LOCATION: Hub City Brewery taproom and parking lot located at 25 W Church Street  
Hagerstown, MD 21740

EVENT MANAGEMENT CONTACT INFO: Jake Blackmon, Event Manager

BEFORE EVENT DAY: [westernmdbluesfest@gmail.com](mailto:westernmdbluesfest@gmail.com)

ON EVENT DAY ONLY: At main gate, text 240-344-1831 or see Jake Blackmon

SHOW HOURS:

Saturday: 12:00PM-10PM

Sunday: 11:30AM-8:30PM

MOVE IN TIMES:

SATURDAY 6/6, 8:00AM until 10:00AM .\*if you need access on Friday, please contact Jake Blackmon. ALL VEHICLES MUST BE OUT OF FESTIVAL AREA BY 10:15AM.

SUNDAY 6/7 8:00AM until 10:00AM ALL VEHICLES MUST BE OUT OF FESTIVAL AREA BY 10:15AM

MOVE OUT TIMES:

SAT 6/6 - 10:15PM (Or 15 minutes after music ends)

SUN 6/7- 8:15PM (Or 15 minutes after music ends)

\*You may break down early. You may even carry your things to your car. But DO NOT ENTER THE FESTIVAL GROUNDS WITH YOUR VEHICLE WHILE OUR PATRONS ARE STILL WALKING ABOUT. THIS WILL BE STRICTLY ENFORCED. (This also includes messing with the event fence - lifting it up, pushing it down, or cutting it!)

VENDOR SPACE: Vendor spaces are on concrete or grass and are 10' X 10'. 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. Your tent(s) should be securely weighted/staked. If not, we will take it down.

**ELECTRIC:** Electricity is only supplied to those who have paid for it in advance. Those who have electricity need to have their own extension cords.

**WIFI/CELL RECEPTION:** We do not provide wifi. Cell reception is usually good so hot spots should work well. However, please note that we are expecting over 2000 attendees which may impact cell service so we recommend all vendors be prepared to take cash payments.

**VENDOR PASSES:** All vendors and their helpers will be required to wear their vendor passes. These passes will be provided by check in staff and must be worn and **VISIBLE** at all times. You will be given your passes when you arrive in the quantity that you requested in your application. All vendor passes **MUST** be used by vendor volunteers and staff only and are not to be used as a free entry to the event for friends/family. We reserve the right to contest the number of passes based on what the vendor is selling, how many days they are set up, etc.

**VENDOR PARKING:** All vendors must move their vehicles after set up and are responsible for finding parking for their vehicles **OUTSIDE** of the Hub City Brewery lot. As vendors arrive earlier than festival attendees they will likely have no issue parking at the large city lot across the street from the event lot.

**CHILDREN:** This is a 16 year old + event with strong guardian supervision **ONLY**. We ask that **NO** vendors bring their children as it's difficult to supervise and interact with attendees.

**TRASH:** We ask that you place your trash (boxed or bagged trash) behind your space. Our crew will come by to retrieve your trash periodically.

**FOOD VENDORS** – Please make trash bags are light enough to where they don't break. Do not leave frying oil behind... You must take it with you and dispose of it! **PLEASE DO NOT PLACE ANY TRASH IN NEARBY DUMPSTERS**. Many area dumpsters are owned by other businesses!

**RESTROOMS:** Portable toilets are on site in multiple locations and will be easy to locate on our map.

**FIRST AID/EMS:** EMS staff, heat/air conditioning, water and other relief is available to vendors, volunteers and patrons who may need it.

**FIRE SAFETY/EXITS:** Each large tent is equipped with fire extinguishers and there are multiple fire exits. Please locate the exit nearest you before the event begins.

**SECURITY:** Security will be provided for your safety as well as the safety of our patrons. Both volunteers and trained 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 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:** Hub City Brewing LLC, Church Street LLC, and MarketPlace LLC 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](http://www.marylandtaxes.com). Alcohol vendors must sell their alcoholic beverages at the 9% rate determined by the state of Maryland.

**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](http://www.washhealth.org)  
<https://washcohealth.org/wp-content/uploads/2018/07/Temporary-Food-Application.pdf>

**PERMITS/LICENSES:** Vendors shall obtain all pertinent permits and licenses required by any federal, state or local laws, ordinances and regulations. All alcohol vendors must have their perspective off-site permit current and on hand.

**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. Only dangerous inclement weather or severe thunderstorms will cause a delay or cancellation of the event. Vendors that do not show up or cancel less than 7 days before the event will not be refunded their fee and will NOT be invited back.

**PROHIBITED ITEMS:** Vendors may NOT bring in their own alcohol. Outside alcohol not only endangers the permits for the event but the permits of the property owners. If you are seen with it, you will be asked to leave. The sale of marijuana, weapons of any kind, illegal drugs and paraphernalia is prohibited. In the event of such, the vendor will be dismissed immediately.

**EMERGENCY CONTACTS:**

EMERGENCY – If serious, Dial 911 EMS – On Site – Or Dial 911

FIRE - Hagerstown Fire Dept. 301-432-6321 Emergency: 911  
POLICE - Hagerstown Police Dept 240-313-4345 Emergency: 911

FESTIVAL STAFF:

FESTIVAL DIRECTOR – Jake Blackmon

SECURITY Lead Security/Parking – Jon Bruley

VENDORS – Jake Blackmon/Jess Givens

LOGISTICS – Jake Blackmon, David Blackmon, Jess Givens

SET UP –Jake Blackmon/ Jess Givens

BANDS/MUSIC – Zane Taulton

Vendor agrees to follow all rules and regulations discussed in this manual

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Name of Company