

# 2023 FSU Block Party Registration Form

**WHERE:** Main Street, Downtown Frostburg

**WHEN:** 6:00pm – 10:00pm; Set-up begins at 5pm on Wednesday, September 6th, 2023  
If weather forces a cancellation, we will post the info online no later than noon on the following:  
[www.frostburgcity.org](http://www.frostburgcity.org), [City of Frostburg Facebook Page](#), and [www.frostburg.edu](http://www.frostburg.edu) on Sept. 6th.

**OBJECTIVE:** To introduce FSU students to what the local community has to offer and to have fun!

**CONCEPT:** The FSU Block Party committee encourages all participants to keep prices at a minimum and focus marketing toward students. It is also suggested that each booth have a door prize to be given away or raffled off at the end of the evening.

**The Health Department requires all for-profit vendors serving or selling food to apply for a \$25 temporary food service permit if they are not already a licensed facility.** We suggest teaming up with another food vendor and splitting the permit cost. If you are both operating out of the same location, only one permit would be needed. **All non-profits selling/serving pre-packaged foods only will be covered by a blanket permit (must fill out the food permit application but no fee is required).** If you have any questions regarding the permit process or would like a permit application, please call Brian at 301-914-1788, or email [bvought@frostburgcity.org](mailto:bvought@frostburgcity.org). Please see details below. **All entries are encouraged to engage students and community residents in some type of activity at their booth location. This is a great opportunity to promote your business or organization!**

## WE ENCOURAGE YOU TO TAKE PART IN THIS COMMUNITY EVENT!

Name of Business/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Need Electricity? Yes No

Special Booth Requests: \_\_\_\_\_

Space Requirements: To determine the amount of space we will need to reserve for you, please provide the following info: Number of tables \_\_\_\_\_ Trailers (ft x ft.) \_\_\_\_\_ Tents (ft. x ft) \_\_\_\_\_

Items to Sell / Feature / Give Away: \_\_\_\_\_

Serving/Selling Food: Yes No If yes, what? \_\_\_\_\_

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***You are responsible for providing your own tables and chairs. Tables will NOT be provided.  
FSU organizations needing tables should contact Rob Cooper ([rncooper@frostburg.edu](mailto:rncooper@frostburg.edu)).***

REGISTRATION FEE: Food trucks DO NOT need a Frostburg mobile vendor permit to participate.

\* Free Non-Profit & FSU Organizations, \$15.00 Businesses Outside Frostburg City limits  
Businesses within City Limits

**Enclose check made payable to City of Frostburg, and mail to Brian Vought, P.O. Box 440, Frostburg, MD 21532. Registration deadline is 3pm, Friday, September 1st. For more info email Brian at [bvought@frostburgcity.org](mailto:bvought@frostburgcity.org). Registration forms not requiring payment can be emailed to [bvought@frostburgcity.org](mailto:bvought@frostburgcity.org).**

# BLOCK PARTY FOOD SERVICE NOTES

All non-profits selling/serving pre-packaged foods (commercially packaged, ready-to-eat foods) and/or bake sale items not requiring temperature controls will be covered by the blanket permit. No fee is required.

THE BLOCK PARTY IS AN OUTDOOR EVENT. BECAUSE OF THIS, IT HAS DIFFERENT RULES THAN IF IT WERE HELD IN A CONTROLLED INDOOR ENVIRONMENT. THEREFORE, YOU MUST COMPLY WITH THE FOLLOWING RULES AND REGULATIONS IF YOU ARE USING THE BLANKET PERMIT TO SERVE OR SELL FOOD AT THE BLOCK PARTY.

1. All single service disposables (eg. plastic forks, spoons, cups, swizzle sticks) should be kept wrapped or covered (in a box, zip-lock bag, or original packaging) until being dispensed for use.
2. All food items must be kept covered or wrapped until sold. Items can be wrapped individually or, if in trays, must be covered with lids or plastic wrap.
3. All food and food service items regardless of how they are wrapped, covered, boxed, or packaged must be kept elevated and cannot be placed directly on the ground. This can be accomplished with a table, milk crates turned upside down, wooden skids, or even a board resting on boxes at each end.
4. Food items permitted under the blanket permit include any pre-packaged items (eg. chips, candy bars, sodas) or bake sale items (cookies, cakes, candies, etc.). **If you are selling any items requiring temperature controls (meats, dairy products, etc.) you are not covered by the blanket permit and must apply for a permit separately.**

THE PURPOSE OF THESE RULES IS TO AVOID FOOD CONTAMINATION BY INSECTS (eg. FLIES, SPILLED LIQUIDS, ETC.)

\* In certain instances, we may deny permission for non-profits to sell or give away certain food items. This is done in the interest of fairness to prevent paid vendors from having to compete with fee-exempt non-profits that may be serving the same food items.

*\* This event is sponsored by the Frostburg Parks & Recreation Department and FSU Student Activities. It is intended to introduce area residents, businesses, & organizations to the Frostburg State University students.*