



CITY OF HAGERSTOWN, MARYLAND

Office of the City Clerk

One East Franklin Street, City Hall, Room 200, Hagerstown, MD 21740
301.739.8577, Ext. 113 ♦ www.hagerstownmd.org

2022 ANNUAL MUMMERS' PARADE ONE DAY PERMIT INFORMATION

DATE: SATURDAY, OCTOBER 29, 2022

Below you will find parade information for this year's Alsatia Mummies' Parade. The Parade is scheduled for Saturday, October 29, 2022 and will begin at 6 p.m. If you are interested in being a vendor, please review the information below. Send mail your completed documents (which are attached) along with your payment (please note the cost is \$25 for EACH person selling with or for you) to:

Office of the Hagerstown City Clerk
1 East Franklin Street, Room 200
Hagerstown, MD 21740

PLEASE NOTE THE VENDOR FOLLOWING:

1. **ALL** vendors, profit or non-profit, selling food or novelties, must obtain a City of Hagerstown Mummies' Parade One Day Permit from the City Clerk's Office. **Please note that the sale of silly string and stink bombs are prohibited.** You may apply by mail, fax, or in person (1 East Franklin Street, City Hall, Room 202). The fee is \$25.00 for this one-day permit. Non-profit organizations may request that the permit fee be waived.
2. **ALL** profit selling vendors must obtain a Temporary Sales and Use Tax Number from the State of Maryland. To obtain this number, please call 800.638.2937.
3. **FOOD SALES:**
 - ▶ ALL vendors selling food must contact the Washington County Health Department at 240.313.3400 to obtain a Health Department Permit. The Washington County Health Department is located at 13332 Pennsylvania Avenue in Hagerstown. A copy of the Health Department Permit must be presented with your City Mummies' Parade Application.
 - ▶ **ALL food vendors must contact the City Fire Marshal. The contact information is: Hagerstown Fire Department, 25 West Church Street, Hagerstown, Maryland, 301.790.2476.**
 - ▶ If you are setting up a food stand and you are not the property owner, you must have the enclosed Written Permission Form completed and attached with your application. ALL locations must be reviewed and approved by the City Clerk's Office before your City Mummies' Parade Permit will be issued.
 - ▶ If your food area is not cleaned up after the parade, you will be charged a clean up fee. Should you fail to pay this clean-up fee, you will not be permitted to sell at any/all future City events.
4. On the day of the event, **ALL** parade vendors are required to wear and/or display the City's Parade Permit. ***
5. **Walking vendors must remain behind seats after the parade has begun.** Selling will not be permitted on the street in front of spectators after the first unit has passed. This requirement will be strongly enforced by parade marshals and the Hagerstown Police Department. ***

***** Failure to follow these instructions could result in being prohibited to participate in future City events.**

6. **Permits for the Mummies' Parade will be issued now through 12 p.m. on Friday, October 28, 2022.**



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Please complete this application and return it to:

Office of the City Clerk
One East Franklin Street, Room 200
Hagerstown, MD 21740

301.739.8577, Ext. 113 ♦ www.hagerstownmd.org

2022 ALSATIA MUMMERS' PARADE ONE-DAY PERMIT APPLICATION

Parade Date: Saturday, October 29, 2022

PARADE PERMIT INFORMATION

- ALL vendors, profit or non-profit, selling food or novelties, must obtain a Mummers Parade Permit from the City Clerk's Office. The Clerk's Office is located in City Hall, 1 East Franklin Street, Room 200 in Hagerstown, Maryland.
- ALL profit selling vendors must obtain a Temporary Sales and Use Tax Number from the State of Maryland. If you do not have a number, you will need to contact the Comptroller of Maryland's office at 800.638.2937.
- **Permits will be issued until 12 p.m. on Friday, October 28, 2022.**

FOOD SALES:

- o **ALL vendors selling food must contact the Washington County Health Department to obtain a permit to sell food.** Their office is located at 13332 Pennsylvania Avenue in Hagerstown or by calling 240.313.3400. A copy of your Health Department permit **must** be attached with this application.
 - o If you are selling food, your location must be approved before the permit is issued. If you are not the property owner, you must have the enclosed Written Permission Form signed by the property owner and attached with this application.
 - o **IMPORTANT: All food vendors must also contact the Hagerstown City Fire Marshal** by calling the Hagerstown Fire Department at 301.790.2476.
- After we receive your application and process payment, you will be mailed a Vendor Identification Parade Permit Badge. On the day of the event, **ALL** parade vendors must wear and/or display this vendor identification badge. The Hagerstown Police Department will be monitoring all vendors the evening of the parade.

Name:

First Middle Last

Address:

Street Address / City / State / Zip

If at this address less than one year, please list your previous address:

Street Address / City / State / Zip

Contact Number:

Employer:

Employer Address:

PLEASE SEE THE REVERSE SIDE OF THIS APPLICATION

2022 Alsatia Mummies' Parade One-Day Permit Application

_____ I am applying for an Alsatia Mummies' Parade Permit. The cost for this one-day permit is \$25.00

_____ I am a non-profit organization and am requesting that my application fee be waived.

State of Maryland Sales Tax Number: _____

Please list the names of all individuals selling with or for you. **The cost for EACH INDIVIDUAL to sell at the parade is \$25.00 per person.**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total number of people selling at the parade: _____

Cost Per Permit: _____ x \$25.00

Total Amount Due: \$ _____

Checks should be made payable to: *City of Hagerstown*

Please indicate location of sale: _____ Parade Route (Moving Sales) _____ Stationary Stand *
*If stationary stand, please complete the enclosed Owner's Representative Affidavit and submit it with your application.

Please indicate the type of items for sale: _____ Novelties/Toys _____ Food

Please list specific novelty items and/or food which will be offered for sale. **Please note silly string and stink bombs are prohibited.**

The undersigned hereby acknowledges that they are the applicant and acknowledges that all information provided herein is true and accurate and that this application contains no false statements or misrepresentation of fact.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

Office Use Only: Parade Permit # MP-2022-_____



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2022 ALSATIA MUMMERS' PARADE

Saturday, October 29, 2022 – 6 p.m.

OWNER'S REPRESENTATIVE AFFIDAVIT FOR PERMISSION TO SELL MERCHANDISE FROM PROPERTY

If you are **NOT** the owner of the property in which you will be setting up and selling during the parade, then this document must be completed and returned to the City Clerk's Office along with your Alsatia Mummings' Parade Permit Application. This document is to certify that the peddler applicant named below is authorized to sell merchandise as a licensed peddler from the designated property and that permission is granted by the property owner as required by Chapter 176 of the City Code.

Property Location: _____

Peddler Applicant – Name *(Please Print)*

Owner of Property – Name *(Please Print)*

Peddler's Home Street Address

Owner's Street Address

Peddler's City, State & Zip

Owner's City, State & Zip

Telephone Number

Telephone Number

Peddler's Signature

Owner's Signature

Date Signed

Owner's Signature