



CITY OF NEW CARROLLTON  
ANNUAL COMMUNITY DAY  
SATURDAY, OCTOBER 1, 2016  
11:00 A.M. - 5:00 P.M.



## VENDOR APPLICATION

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

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

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

Daytime Phone: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Please check item that more closely describes what you will sell/distribute:**

Arts & Crafts  Food  Information  Other: \_\_\_\_\_

**Describe What You Will Sell/Distribute:** **NOTE: This event is not for YARD SALE ITEMS.** The City of New Carrollton will not permit the sale of products or merchandise deemed to be dangerous including weapons of any kind such as nunchucks, knives, etc. This also includes the sale of toy weapons.

### **Permits**

All food vendors must obtain the proper food handler permit and/or Single Day Event Special Food Service Facility Permit from the Prince George's County Department of Permits, Inspections and Enforcement (DPIE) located at 9400 Peppercorn Place, Largo, Maryland 20774. Information on permits and fees can be found on their website at [www.princegeorgescountymd.gov](http://www.princegeorgescountymd.gov). If you do not have the proper paperwork filed with DPIE, you will not be permitted to participate as a food vendor on Community Day.

### **Fees**

The fee covers a 10ft. x 10ft. booth space on Beckett Field. Please make checks payable to City of New Carrollton with "2016 Community Day" on the memo line. Please note that the City of New Carrollton has a \$35.00 fee on all returned checks.

**Commercial and Food \$50.00**

**Non-Profit Information: No Charge**

### **Deadline –Friday, September 9, 2016**

Please return completed application and vendor fee (food vendors please also attach a copy of the Prince George's County Single Day Event permit application) to the City of New Carrollton, 6016 Princess Garden Parkway, New Carrollton, Maryland, 20784. Attention Community Day 2016, **by September 9, 2016.**

## Community Day Contacts

Doug Barber and Aracelli Guzman  
[City@newcarrolltonmd.gov](mailto:City@newcarrolltonmd.gov)

301-459-6100 – Prior to Event Day  
240-216-6313 – Event Day

## Requirements

All vendors must supply their own canopy (no larger than 10x10), tables, chairs, and source of electricity, if needed. Vendors must have their booth set up and ready for inspection by 10:00 a.m. the day of festival. Late arrivals may forfeit their booth space without refund.

It is the responsibility of all food vendors to obtain the proper food handler permit and/or Single Day Event Special Food Service Facility Permit from the Prince George's County Department of Permits, Inspections and Enforcement (DPIE). DPIE is located at 9400 Peppercorn Place, Largo, Maryland, 20774. Information on permits and fees can be found on their website at [www.princegeorgescountymd.gov](http://www.princegeorgescountymd.gov). If you do not have the proper paperwork filed with DPIE, you will not be permitted to participate as a food vendor on Community Day.

## Cancellations and Vendor Fees

The City of New Carrollton has the right to approve or disapprove any application. If, for any reason, your application is denied, you will be contacted immediately and your vendor fee will be refunded. The City has the right to cancel the festival at any time and shall not be held liable for damages, claims, expenses, or losses because of the cancellation. Vendor cancellations must be received in writing prior to Tuesday, September 1, 2015, for a full refund.

## Liability

The applicant agrees to hold harmless and indemnify the City of New Carrollton, City staff for any and all liabilities, losses, claims, damages, and expenses to the property and personal injury arising from the or out of the installation, set-up, operation, dismantling, and/or removal of materials if caused in whole or in part by the act or omission of the vendor, its agents, contractors, or employees.

## Lost or Stolen Property

The vendor agrees to assume all responsibility for vendor items and materials brought to the event. The City of New Carrollton shall not be responsible for theft or loss of property. At no time should items be left unattended.

**VENDOR SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### **FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW LINE**

**Fee Received: \$** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**By: City Clerk or City Administrative Officer**