



Greenbelt Labor Day Festival Committee, Inc.
P.O. Box #2
Greenbelt, MD 20768

Greenbelt Labor Day Festival 2018

Booth Packet

Welcome Booth-Sponsoring Groups! Happy 64th Anniversary Greenbelt Labor Day Festival! The Greenbelt Labor Day Festival Committee (GLDFC) welcomes your participation, as it is mutually beneficial to your organization and to the community of Greenbelt.

Carnival booths are available to recognized Greenbelt nonprofit or civic organizations to raise funds and make festival-goers aware of their existence. Organizations may sell food and merchandise or host activities. Professional vendors must be paired with an eligible Greenbelt organization in order to run a carnival booth.

2018 Festival Schedule:

Friday, August 31	6:00 p.m. – 11:00 p.m.
Saturday, September 1	10:30 a.m. – 10:00 p.m. (Entertainment until 11:00 p.m.)
Sunday, September 2	12:00 noon – 10:00 p.m. (Entertainment until 11:00 p.m.)
Monday, September 3	11:00 a.m. – 6:00 p.m.

Booths are expected to be open and staffed at ALL TIMES during the festival hours. The *only* exception is Monday, September 3, when a booth **may open as early as 10:00 a.m.**

Important Dates:

Booth Deposit	Friday, July 13
Health Dept. Permit	Friday, August 17
Booth Fees Balance	Friday, September 14

Booth Fees:

Booth fees are determined by **Booth Category** and **Booth Size** (as described below) and include a **Booth Deposit**. By no later than **Friday, September 14, 2018**, your group must pay the total booth fee, based on the number of spaces (booth size) and booth category.

Booth Deposit (Non-Refundable):

All groups must pay a deposit portion of their total booth fee of **\$75 per space**; based on the final booth size. The deposit fee helps defray the cost of insurance for the booths and the commissions for the bandstand groups that draw crowds to the carnival. By no later than **Friday, July 13, 2018**, your group must pay the total booth deposit, based on the number of spaces (booth size).

Booth Sizes:

Single Space = 8' x 8'	Triple Space = 8' x 24'
Double Space = 8' x 16'	Quad Space = 8 x 32'

Booth Categories:

1) Non-food Booths:

- a) Information only with no sales = \$75 x booth size (\$75 Deposit/booth space + \$0 Balance due/booth space)
- b) Activity with sales = \$175 x booth size (\$75 Deposit/booth space + \$100 Balance/booth space)
- c) Book Sales & Bingo* = \$1,000 (flat space fee) (\$300 Deposit + \$700 Balance)
* (Large-scale booth activity with sales sold as quad booth = 4 booth spaces)

2) Food Booths:

- a) Operated solely by an organization = \$175 x booth size (\$75 Deposit/booth space + \$100 Balance/booth space)
- b) Operated by separate/professional vendor = \$300 x booth size (\$75 Deposit/booth space + \$225 Balance/ booth space)

3) Official City of Greenbelt Municipal Organizations = no charge

Health Permit:

ALL FOOD BOOTHS are required to obtain a Prince George's County Health Department health permit. You will find the Temporary Food Service Facility Permit Application on (page 8). The permit application and appropriate fees must be sent to the health department **no later than Friday, August 17, 2018**, to guarantee issuance of a permit.

NOTE: This permit is in addition to the fees charged by the Greenbelt Labor Day Festival.

Payment:

Please make checks payable to: *GLDF Committee, Inc.*

Mail to:

Greenbelt Labor Day Festival Committee

Attn: Booths

P.O. Box #2

Greenbelt, MD 20768

Cancellation:

If a sponsoring organization withdraws its booth application **after Wednesday, August 1, 2018**, the booth fee **may not be refunded** unless a substitute organization is available to occupy the booth space.

Tents:

If your group plans to use their own tent, the tent must meet and display the NFPA-701 Certification for National Fire Protection Association (NFPA) Flame Retardant Regulations.

Your tent may not exceed your total contracted booth space, measuring 8' deep and 8' x number of booth spaces wide. Please note the planned use of a tent on the Booth/Space Information Sheet (see pages 5-6).

Don't Forget:

- 1) Booth space **cannot be reserved** if there is an outstanding balance owed to the GLDFC.
- 2) Complete ALL SECTIONS of the BOOTH / SPACE INFORMATION SHEET (pages 5-6). The booth sketch and information for your organizations needs to be **as specific as possible**.
 - a) Be clear and concise regarding equipment being used, number of electrical outlets needed, electrical power required, and overnight electrical power needs.
 - b) All Food Booths need to list their cooking equipment and heat source(s).
 - c) DO NOT put 'same as last year' to any of questions; the form needs be filled out completely.
 - d) All signs, banners, tents, etc. must meet and display the NFPA-701 Certification.
- 3) Booth spaces are at a premium and will be assigned on a first-come, first-served basis. You are encouraged to complete your applications and payment in as soon as possible, but no later than **Friday, July 13, 2018**.

Booth Usage Policies and Information:

- 1) The information contained in this Greenbelt Labor Day Festival 2018 Booth Packet constitutes the Rules of the Festival specific to all booths. Additional rules placed on the festival grounds apply. Receipt of the signed BOOTH/SPACE APPLICATION AND INFORMATION SHEETS (both pages) constitutes agreement to all rules, regulations, and policies contained herein. To participate in the festival, the sponsoring organization main contact person (applicant) must read, sign, and return their booth application. Any application received without a signature will be returned to the sponsoring organization.
- 2) All booths **MUST DISPLAY A BANNER** with the name of the sponsoring organization across the booth. All banners must meet and display the NFPA-701 Certification for National Fire Protection Association (NFPA) Flame Retardant Regulations.
- 3) All booths **MUST OPEN PROMPTLY AND REMAIN OPEN** during the operating hours of the festival (top of page 2). Exceptions must be pre-approved by the Greenbelt Labor Day Festival Committee in advance.
 - a) Each booth must have a member of the sponsoring organization present during festival operating hours
 - b) Please provide contact information, including contact name, phone number(s), and email address for both the sponsoring organization and the food vendor company (if applicable).
- 4) All booth organizations must pay their total Balance Due within two weeks days of the close of the Festival.

- 5) The Greenbelt Labor Day Festival is a family-oriented festival. Profanity, arguing, and other inappropriate behavior will not be tolerated.
- 6) Screened booth structures are provided by the Greenbelt Labor Day Festival Committee and the City of Greenbelt to any sponsoring organization that requests a booth structure on the **BOOTH/SPACE APPLICATION AND INFORMATION SHEET**.
- 7) **ALL BOOTHS SELLING FOOD** products **MUST** comply completely with the State and County food handling regulations.
 - a) Organizations that contract with a professional food vendor company **MUST** inform them of the requirement to obtain a Prince George's County Health Department health permit.
 - b) **ALL BOOTHS SELLING FOOD MUST** be available on Friday, August 31, 2018, to meet with representatives from the Prince George's County Health Department to complete a full onsite inspection. Any food booth that fails to pass the health inspection will not be allowed to open unless and until the inspection is passed.
 - c) This includes vans, trailers, and booths brought in and used by professional food vendor companies.
- 8) Violation of the health regulations at any time during the festival is cause for the booth to be closed by the Prince George's County Health Department and/or Greenbelt Labor Day Festival Committee.
- 9) **ALL BOOTHS SELLING FOOD** products **MUST** comply completely with the State and County fire marshal regulations for food vendors. These regulations **REQUIRE** that each food booth have **A WORKING FIRE EXTINGUISHER** placed in a visible location within the booth space.
- 10) The Greenbelt Labor Day Festival Committee prohibits duplication of foods, games, and activities.
 - a) Sponsoring organizations, both new to the festival and those returning to the festival, should check with the Booths Manager to see if their food, game, or activity was already chosen by another organization.
 - b) Any organization may sell any type or brand of approved food, game, or activity, as long as it is not a duplication.
 - c) Up to three (3) items may be reserved by each sponsoring organization; on a first-come, first-served basis. Once reserved, those items may not be duplicated by any other organization.
 - d) The **ONLY** exceptions to the duplication policy are the sale of sodas, water, candy, and chips.
 - e) The introduction of any *new* food, game, or activity must be approved by the Greenbelt Labor Day Festival Committee prior to advertising, utilizing, or serving.
- 11) All sponsoring organizations **MUST REMOVE ALL VEHICLES** from the festival grounds **NO LATER THAN 30 MINUTES PRIOR** to the opening of the festival each day.
 - a) No vehicles will be permitted on festival grounds during operating hours; with the exception of Emergency Vehicles.
 - b) This includes the ramp coming from the lower parking lot and the two (2) access driveways from Crescent Road.
- 12) At the time of booth registration, the participants understand and agree that their name (first and/or last), photographs, and/or videos may be taken during the festival and used in Greenbelt Labor Day Festival publications, social media, or other advertising venues.
- 13) **A REPRESENTATIVE FROM YOUR SPONSORING ORGANIZATION** (preferably the main contact person) **MUST** be present for the booth meeting on Monday, August 20, 2018, Greenbelt Community Center, Room 114.
- 14) Placement of all booths is solely at the discretion of the GLDFC.

Failure to comply with the above listed policies and information of the Greenbelt Labor Day Festival or direction from the Festival Committee may result in suspension or forfeiture of the privilege to participate in the Greenbelt Labor Day Festival during the current festival or future festivals.



Greenbelt Labor Day Festival Committee, Inc.
P.O. Box #2 Greenbelt,
MD 20768

BOOTH/SPACE APPLICATION AND INFORMATION SHEET (page 1 of 2)

Applicant Signature: _____

Applicant Name (please print): _____ Date: _____

Sponsoring Organization Information (please print)

Organization Name: _____

Address: _____

Organization Website*: _____

Main Contact Person Name: _____

Phone #: _____ Email: _____

Mobile # used during Festival: _____

Food Vendor Company Information (if applicable) (please print)

Company Name: _____

Address: _____

Company Website*: _____

Main Contact Person Name: _____

Phone #: _____ Email: _____

Mobile # used during Festival: _____

* If provided, website will be linked from the booth page at www.greenbeltlaborday.com

Please indicate your booth type and size below:

Booth Selection and Fees:

Non-food Booths:

Information only with no sales
 ___ single = \$75 ___ double = \$150 ___ triple = \$225

Activity with sales
 ___ single = \$175 ___ double = \$350 ___ triple = \$525 double

Book Sales & Bingo ___ quad (only) = \$1,000

Food Booths:

Operated solely by an organization
 ___ single = \$175 ___ double = \$350 ___ triple = \$525 double

Operated by separate/professional vendor
 ___ single = \$300 ___ double = \$600 ___ triple = \$900 double

Official City of Greenbelt Municipal Organizations

___ single = \$0 ___ double = \$0 ___ triple = \$0

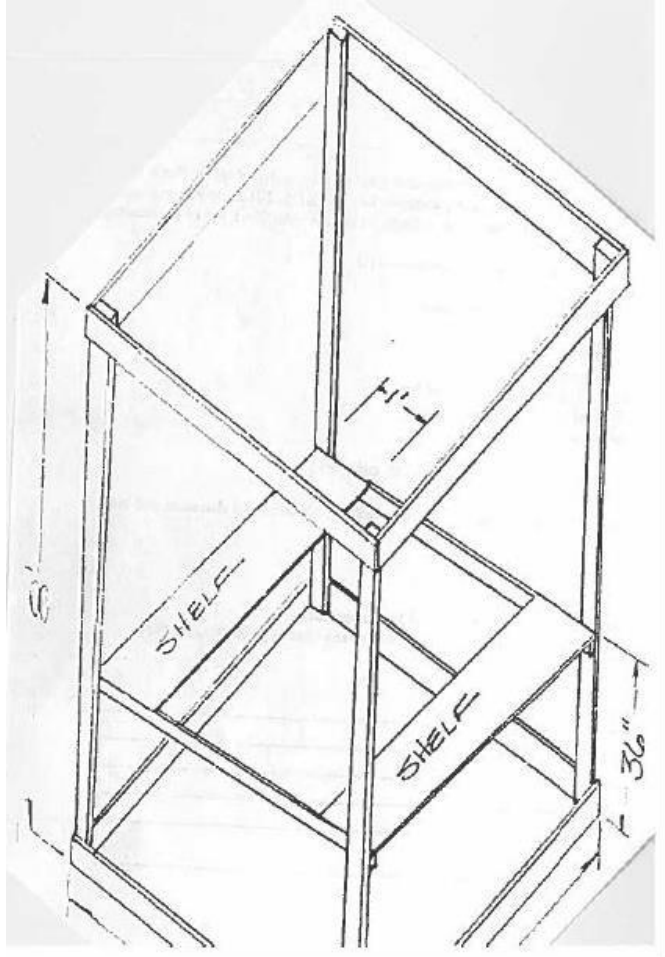
Fees Due:

	Deposit	Balance	Total Fee	Amt Enclosed
single	\$ 75	\$ 0	\$ 75	\$ _____
double	\$150	\$ 0	\$150	\$ _____
triple	\$225	\$ 0	\$225	\$ _____
single	\$ 75	\$100	\$175	\$ _____
double	\$150	\$200	\$350	\$ _____
triple	\$225	\$300	\$525	\$ _____
quad	\$300	\$700	\$1,000	\$ _____
single	\$ 75	\$100	\$175	\$ _____
double	\$150	\$200	\$350	\$ _____
triple	\$225	\$300	\$525	\$ _____
single	\$ 75	\$225	\$300	\$ _____
double	\$150	\$450	\$600	\$ _____
triple	\$225	\$675	\$900	\$ _____
single	\$ 0	\$ 0	\$ 0	N/A
double	\$ 0	\$ 0	\$ 0	N/A
triple	\$ 0	\$ 0	\$ 0	N/A



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BOOTH/SPACE APPLICATION AND INFORMATION SHEET (page 2 of 2)



Please indicate your booth size and booth design by choosing a space or structure from the 4 options below:

Booth Size:

- Single space (8' x 8')
- Double space (8' x 16')
- Triple space (8' x 24')
- Quad space (8' x 32')

Booth Design:

Space Only

Area (see dimensions above) on festival grounds. If you will be using a tent, you are would be required to provide your own.

Please confirm if you will be using a tent:

YES NO

Structures

Open or Closed wooden booth provided by the City of Greenbelt; consisting of shelves and screens (closed booths only). See diagram at left.

Open Booth Structure

Enclosed structure with shelves; no screens

Closed Booth Structure

Enclosed structure with screens and shelves

(reserved for Food Booths only)

Electrical Requirements: Please Note: Light sockets will be supplied to all booths; light bulbs are **NOT** provided.
 Number of outlets needed: _____

Appliances used and wattage of each (please list **ALL** appliances, no matter how small):

Item: _____; Wattage: _____ Item: _____; Wattage: _____
 Item: _____; Wattage: _____ Item: _____; Wattage: _____
 Item: _____; Wattage: _____ Item: _____; Wattage: _____

Food Preparation Appliances:

Please indicate **ALL** appliances and type to be used for food preparation (i.e., grill, fryer, smoker, steamer, propane fuel, etc.):

Item: _____; Type: _____ Item: _____; Type: _____
 Item: _____; Type: _____ Item: _____; Type: _____
 Item: _____; Type: _____ Item: _____; Type: _____

Activity and/or Food Items Being Sold and Prices for Each (Each booth may reserve up to 3 items only):

Item 1: _____
 Item 2: _____
 Item 3: _____



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CHECKLIST (Keep for easy reference)

- _____ 1. Completed Booth/Space Application Form
- _____ 2. Booth Fee Deposit
- _____ 3. Booth Fee Balance
- _____ 4. Lighting - All bulbs used in food booths must be shatterproof.
- _____ 5. Signs and Banners
ALL signs and banners **MUST**:
 - a) meet and display the NFPA-701 Flame certification
 - b) include your sponsoring organization's name for the front of your booth
 - c) include all items being sold and prices for each item
 - d) be large enough to be easily seen
- _____ 6. Booth Staffing and Festival Schedule
Each sponsoring organization must identify a person from the sponsoring organization (not from the food vendor company) as the main representative for the booth and provide their name and contact information to the GLDFC. This representative should check in with the GLDFC at the information booth. Booths are expected to be open and staffed at **ALL TIMES** during the festival hours.
- _____ 7. Garbage bin, recycling bin, garbage bags, chairs, fans, power strips
- _____ 8. Food Booths
ALL food booths **MUST HAVE**:
 - a) Completed Health Permit Application (**\$131.25 fee** for professional food vendor company)
 - b) Padlock for screen door, duct tape, and rags
 - c) Caps and other hair restraints
 - d) Washing items for hands and utensils
 - e) Covered water containers
 - f) Portable thermometers
 - g) Current Foodservice Manager Certificate/Fee (if using professional food vendor company)
 - h) A **WORKING FIRE EXTINGUISHER** placed in a visible location within the booth space
- _____ 9. Festival Closing -Monday Evening
 - a) Clean up around your booth area
 - b) Remove all trash/recycling and decorations
 - c) Remove any nails, staples, or tacks used
 - d) Remove all cooking oil (to Generous Joe's or bin by service road to the pool area)
- _____ 10. By Friday, September 14, 2018 - mail payment check for balance of booth fees.

Questions regarding your booth? Email the Booth representative; Carol Goddard: clgoddard11@hotmail.com

TEMPORARY FOOD SERVICE FACILITY PERMIT APPLICATION

Prince George's County Health Department
Department of Permitting, Inspections & Enforcement
9400 Peppercorn Place, Largo, Maryland 20774
Office: 301-883-7690 | TTY/STS Dial 711

PLEASE READ CAREFULLY

INSTRUCTIONS	<input type="checkbox"/> Type or print. All blanks must be filled in, if applicable, and the application must be signed. <input type="checkbox"/> Applications must be submitted a minimum of 5 business days prior to the event. <input type="checkbox"/> Send the application fee to the address above, in the form of a check or money order made payable to: "Prince George's County." Check type of operation: <input type="checkbox"/> Multiple Day Temporary Event \$125 + 5% Technology Fee of \$6.25 for a total of \$131.25 (days must be consecutive) <input type="checkbox"/> Single Day Temporary Event \$125 + 5% Technology Fee of \$6.25 for a total of \$131.25 <input type="checkbox"/> Multiple Day Temporary Event-Government Sponsored \$75 + 5% Technology Fee of \$3.75 for a total of \$78.75 (days must be consecutive) <input type="checkbox"/> Single Day Temporary Event-Government Sponsored \$75 + 5% Technology Fee of \$3.75 for a total of \$78.75 <input type="checkbox"/> Non-Profit Organization NO CHARGE (Must submit proof of non-profit status and booth must be staffed by members of the organization). <input type="checkbox"/> If you need assistance filling out this application, please call 301-883-7690. <input type="checkbox"/> OPERATING WITHOUT A HEALTH DEPARTMENT PERMIT IS SUBJECT TO A \$1000.00 FINE.		
APPLICANT INFORMATION	Trading Name of Applicant		Applicant Phone Number
	Name of Applicant		Applicant Cell Phone Number
	Applicant Mailing Address	Number	Street
	City		State
			Zip Code
EVENT INFORMATION	Event Name		Event Date
	Event Location		Set-up Time
	Event Coordinator and Phone #		E-mail Address
FOOD PREPARATION	Use the following section to describe your food operation. Each section must be completed. In each area CHECK ALL THAT APPLY.		
	Food at this event will be prepared <input type="checkbox"/> inside a building <input type="checkbox"/> outside in a truck or cart <input type="checkbox"/> outside under a tent or canopy		
	Source of food <input type="checkbox"/> wholesale store(s) or distributor(s) Name(s): _____ <input type="checkbox"/> retail store(s) Name(s): _____		
	Food will be prepared <input type="checkbox"/> on-site before or during the event <input type="checkbox"/> in the following licensed food service facility (include name and address): _____		
	Hot or cold food will be transported to the event <input type="checkbox"/> in insulated containers <input type="checkbox"/> in coolers with ice <input type="checkbox"/> in a temperature controlled truck or appliance <input type="checkbox"/> Other _____ <input type="checkbox"/> No food requiring temperature control will be served.		
<input type="checkbox"/>	Cooking equipment used <input type="checkbox"/> no food will be cooked at event <input type="checkbox"/> deep fryer <input type="checkbox"/> gas grill <input type="checkbox"/> oven <input type="checkbox"/> rice maker <input type="checkbox"/> stove or burners <input type="checkbox"/> steamer <input type="checkbox"/> Other _____		
	Food will be held hot <input type="checkbox"/> on a grill, stove or other cooking device <input type="checkbox"/> in chafing dishes <input type="checkbox"/> under a heat lamp or in a warmer <input type="checkbox"/> No food will be kept hot <input type="checkbox"/> Other _____		



Greenbelt Advisory Committee on Environmental Sustainability

Special Message Containing Important Information Regarding Recycling Guidelines

To: All Greenbelt Labor Day Festival Food Vendor Companies and Sponsoring Organizations

From: Green ACES (Greenbelt Advisory Committee on Environmental Sustainability)

Re: Green Efforts and Polystyrene (Styrofoam™/) Law

Because Containers with a PS (Polystyrene #6) recycling symbol were banned in Prince George's County on July 1, 2016, food vendors are NOT allowed to provide Styrofoam™/polystyrene (#6) packaging.

The Greenbelt City Council approved a resolution to include the following language in vendor agreements, for events sponsored or staged by the City of Greenbelt:

- 1) All materials discarded on Greenbelt premises must have recyclable materials sorted from regular trash and placed in recycling bins for city removal.
- 2) Moreover, in selecting vendors, preference will be given to vendors who use (1) products made of post-consumer waste and (2) recyclable products in place of non-recyclable products (e.g., non-recyclable plastics, etc.).

The following is expected of vendors to comply with city regulations. Hopefully you will want to help make the Labor Day Festival as green as possible too!

Waste

↑ Recycling receptacle should be present in the food preparation area and used appropriately.

Cardboard boxes should be recycled, but plastic covers must be removed from them before the boxes are placed in the recycling bin. Plastic wrapping can be recycled at the grocery store with the plastic bags.

We encourage the following voluntary actions to help in our efforts to be green:

1) Serve food and drink in packaging that can be recycled (cans, foil, and some plastic and paper) or easily decomposed, like napkins and other paper. Note that Styrofoam™/polystyrene (#6) containers are not recyclable in Greenbelt and are not acceptable for the Labor Day Festival. Also, some plastic packaging, for example, clamshell containers (thermoformed containers), are not recyclable in Greenbelt and must be placed in the trash.

2) Encourage customers to dispose of their containers/packaging in the most responsible way by telling them if they are recyclable or not.

3) We may be composting some items at the festival such as food scraps and soiled paper. But we are not requesting that you buy compostable containers since they are expensive, and the alternative, plain paper, is easily degradable. Plastic utensils are no longer recyclable so if you can avoid them that is preferable.

4) We encourage vendors to come up with additional and innovative sustainable ideas, such as composting food scraps and reducing electricity consumption. We would also be happy to discuss ways that vendors and sponsors could “green” their booths for this or future festivals.

Resources:

Greener options for vendors’ containers are available at stores such as Costco, grocery stores (Giant, COOP, CVS) & supply stores (ACME).

We found these options from a google search:

General Google search:

<http://www.google.com/search?hl=en&source=hp&q=paper+plates+cups+cheap&aq=5v&aql=g3g-v7&aql=&oq=paper+plates%2C+cups>

Most Solo products are made of polystyrene (Styrofoam, #6), which is not acceptable; but some are paper or PET (#1) and HDPE (#2) and these are the better option.

If vendors or sponsors have questions about how to make their booths more sustainable, please contact the Green ACES city liaison, Luisa Robles, Sustainability Coordinator, at lrobles@greenbeltmd.gov or 240-542-2153; or Jane Young of Green ACES at gccjane@aol.com or 301-507-6765.

What can be recycled at the Festival *(if they have very little food or drink on them)*:

Paper & plastic plates
Paper & plastic cups & bottles
Any metal (e.g., cans, foil—ball it up)
Pizza boxes
Glass bottles

Recycle at a grocery store only:

Plastic bags bundled & tied together in 1 bag

What CANNOT be recycled and must be put in the trash:

Food
Liquids
Napkins & paper towels, even if clean
Styrofoam
Clamshell containers
Straws
Lids
Potato chip bags and other mylar products
Plastic utensils