



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

Greenbelt Labor Day Festival 2021

Vendor Packet

Welcome Food Trucks! Happy 67th Anniversary Greenbelt Labor Day Festival! The Greenbelt Labor Day Festival Committee (GLDFC) welcomes your participation, as it is mutually beneficial to you and to the community of Greenbelt.

2021 Festival Schedule:

Friday, September 3	6:00 p.m. – 9:00 p.m.
Saturday, September 4	11:00 a.m. – 9:00 p.m.
Sunday, September 5	11:00 a.m. – 9:00 p.m.
Monday, September 6	10:00 a.m. – 6:00 p.m.

Important Dates:

Deposit Due	with application
Balance Due	Friday, August 27, 2021

Festival Fees:

Fees are \$50.00/per day for Friday and Monday. \$100.00/per day for Saturday and Sunday. You can choose which days you are on site. Spaces are determined based on the number of food trucks/trailers each day. If you choose to participate less than 4 days, we reserve the right to change your location.

Booth Deposit (Non-Refundable):

All vendors must pay a deposit of 50% of their total fee. The deposit fee helps defray the cost of insurance for the event and the commissions for the bandstand groups that draw crowds to the festival. The deposit should be paid when applying.

Health Permit:

ALL FOOD VENDORS are required to obtain a Prince George’s County Health Department health permit.

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

Insurance:

Our insurance company is requesting proof of insurance with the Greenbelt Labor Day Committee, Inc listed as an additional insured. Please provide your proof of insurance by August 27, 2021.

Payment:

Payments can be paid by PayPal or check/money order.

PayPal: gldftreasurer@gmail.com. Make a note of your truck name and whether it is the deposit or final payment.

Checks: payable to: *GLDF Committee, Inc.*

Mail to:

Greenbelt Labor Day Festival Committee
Attn: Booths
P.O. Box #2
Greenbelt, MD 20768

Cancellation:

Deposits are non-refundable.

Usage Policies and Information:

1. The information contained in this Greenbelt Labor Day Festival 2021 Vendor Packet constitutes the Rules of the Festival specific to all vendors. Additional rules placed on the festival grounds apply. Receipt of the signed application constitutes agreement to all rules, regulations, and policies contained herein. To participate in the festival, the vendor's main contact person (applicant) must read, sign, and return their application. Any application received without a signature will be returned to the vendor.
2. All food trucks/trailers **MUST OPEN PROMPTLY AND REMAIN OPEN** during the operating hours of the festival. Exceptions must be pre-approved by the Greenbelt Labor Day Festival Committee in advance.
3. All vendors must pay their total Balance Due no later than Friday, August 27, 2021. If the balance is not paid, your space will be forfeited.
4. The Greenbelt Labor Day Festival is a family-oriented festival. Profanity, arguing, and other inappropriate behavior will not be tolerated.
5. All vendors must comply completely with the State and County food handling regulations.
 - a. Any vendor that fails to pass the health inspection will not be allowed to open unless and until the inspection is passed.
 - b. Violation of the health regulations at any time during the festival is cause for the food truck/trailer to be closed by the Prince George's County Health Department and/or Greenbelt Labor Day Festival Committee.
6. **ALL FOOD TRUCKS/TRAILERS MUST** comply completely with the State and County fire marshal regulations. These regulations **REQUIRE** that each truck/trailer have **A WORKING FIRE EXTINGUISHER** placed in a visible location.
7. All vendors **MUST REMOVE ALL PERSONAL 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, except for Emergency Vehicles.
 - b. This includes the ramp coming from the lower parking lot and the two (2) access driveways from Crescent Road.
8. At the time of 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.
9. Assignments of spaces is solely at the discretion of the GLDFC.
10. Access to the festival grounds is limited on Monday, September 6, due to the Parade. Please refer to the map on page 6 for the vendor access route.

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.



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MD 20768

FOOD TRUCK/TRAILER APPLICATION AND INFORMATION SHEET

Applicant Name (please print): _____ Date: _____

Applicant Signature: _____

Food Vendor Company Information (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

Fees:

Fees Due:

Food Vendor:

	Total Fee Per Day	Participating Yes/No
Friday, September 3, 2021	\$ 50	_____
Saturday, September 4, 2021	\$100	_____
Sunday, September 5, 2021	\$100	_____
Monday, September 6, 2021	\$50	_____
Total Due Fee Due		_____



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CHECKLIST (Keep for easy reference)

1. Completed Space Application Form
2. Fee Deposit – Due with application
3. Garbage bin, recycling bin, garbage bags, chairs, fans, power strips
4. Recycling bins will be available
 - a. **What can be recycled at the Festival (if they have very little food or drink on them):**
 - i. Paper & plastic plates
 - ii. Paper & plastic cups & bottles
 - iii. Any metal (e.g., cans, foil - ball it up)
 - iv. Pizza boxes
 - v. Glass bottles
 - b. **What CANNOT be recycled and must be put in the trash:**
 - i. Food and Liquids
 - ii. Napkins & paper towels, even if clean Styrofoam
 - iii. Clamshell containers
 - iv. Straws
 - v. Lids
 - vi. Potato chip bags and other mylar products
 - vii. Plastic utensils
5. **ALL** food booths **MUST HAVE:**
 - a. Completed Health Permit Application
 - b. Caps and other hair restraints
 - c. Washing items for hands and utensils
 - d. Covered water containers
 - e. Portable thermometers
 - f. Current Foodservice Manager Certificate/Fee
 - g. Must follow local guidelines for food and drink packaging/materials
 - h. A **WORKING FIRE EXTINGUISHER** placed in a visible location
6. 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)
7. Booth Fee Balance - Due Friday, August 27, 2021

Questions regarding your booth? Email the Booth representative: Davina Johnson, greenbeltlaborday@gmail.com

Greenbelt Labor Day Parade Information



- Most parade participants check-in at the main check-in location **C** using the orange route.
- Certain designated participants check-in at location **B** (Baptist Church) using the purple route.
- Crescent route is blocked to all traffic at the locations marked with the red lines.
- All festival vendor workers must use the brown highlighted vendor access route to get to the festival site. They may not access the festival site via Crescent from Kenilworth Avenue.
- A shuttle bus will be available near location **L** (Library) to take parade participants back to the parking lot **P** at Buddy Attick Park.