



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

Greenbelt Labor Day Festival 2022

Booth Packet

The Greenbelt Labor Day Festival Committee (GLDFC) welcomes your participation.

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. **We provide a discount to professional vendors who are paired with an eligible Greenbelt organization in order to run a carnival booth.**

2022 Festival Schedule:

Friday, September 2	6:00 p.m. – 11:00 p.m.
Saturday, September 3	10:30 a.m. – 10:00 p.m.
Sunday, September 4	12:00 noon – 10:00 p.m.
Monday, September 5	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 5, 2022, when a booth **may open as early as 10:00 a.m.**

Important Dates:

Booth Application Deadline	Friday, July 29, 2022
Health Dept. Permit	Friday, August 12, 2022

Booth fees are determined by Booth Category and Booth Size (as described below)

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**
 - b) **Activity with sales = \$175 x booth size**
 - c) **Book Sales & Bingo* = \$1,000 (flat space fee)**
*Large-scale booth activity with sales sold as quad booth = 4 booth spaces
- 2) **Food Booths:**
 - a) **Operated by a recognized Greenbelt nonprofit/civic organization = \$175 x booth size**
 - b) **Operated by a professional vendor = \$350 x booth size (Tent)**
 - c) **Food trucks = \$700 (flat space fee)**
- 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. The permit application and appropriate fees must be sent to the health department **no later than Friday, August 12, 2022**, to guarantee issuance of a permit.

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

Payment:

Send via **PayPal** to gldftreasurer@gmail.com

Mail checks payable to: **GLDF Committee, Inc.:**

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

Cancellation:

This is a rain or shine event. If an organization or professional vendor withdraws its booth application **after Friday, July 29, 2022**, the booth fee **may not be refunded** unless a substitute is available to occupy the booth space.

Tents:

If your group plans to use a 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.

Booth Usage Information:

- 1) Booth spaces are at a premium and will be assigned on a first-come, first-served basis. There is a limit of four (4) food trucks that will be accepted to participate in the festival.
- 2) The information contained in this Greenbelt Labor Day Festival 2022 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 constitutes agreement to all rules, regulations, and policies contained herein. To participate in the festival, the main contact person (applicant) must read, sign, and return their booth application.
- 3) All booths sponsored by a recognized Greenbelt nonprofit organization 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**.
- 4) All booths **MUST OPEN PROMPTLY AND REMAIN OPEN** during the operating hours of the festival. Food trucks will not be allowed to arrive after the festival begins or leave before the festival ends. Exceptions must be pre-approved by the Greenbelt Labor Day Festival Committee in advance.
- 5) The Greenbelt Labor Day Festival is a family-oriented festival. Profanity, arguing, and other inappropriate behavior will not be tolerated.
- 6) **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, September 2, 2022**, 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) 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.
- 7) **ALL BOOTHS MUST** comply completely with the State and County fire marshal regulations. These regulations **REQUIRE** that each booth have **A WORKING FIRE EXTINGUISHER** placed in a visible location within the booth space.
- 8) The Greenbelt Labor Day Festival Committee prohibits duplication of foods, games, and activities.
 - a) Up to three (3) items may be reserved by each food booth; on a first-come, first-served basis. Once reserved, those items may not be duplicated by any other booth except sodas, water, candy, and chips.
 - b) Contact the Booths Manager to see if any food, game, or activity was already chosen by another organization.
 - c) 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.
 - d) Any organization may sell any type or brand of approved food, game, or activity, as long as it is not a duplication. Live animals, including fish, may not be awarded as prizes.
- 9) 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.
- 10) 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.
- 11) Placement of all booths is solely at the discretion of the GLDFC.
- 12) Access to the festival grounds is limited on Monday, September 5, due to the Parade. Please refer to the map on the last page 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.



Greenbelt Labor Day Festival Committee, Inc.
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BOOTH/SPACE APPLICATION AND INFORMATION SHEET

Applicant Signature: _____

Applicant Name (please print): _____ Date: _____

Sponsoring Organization Information (recognized Greenbelt nonprofit or civic organizations ONLY - please print)

Organization Name: _____

Address: _____

Organization Website*: _____

Main Contact Person Name: _____

Phone #: _____ Email: _____

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 organization

single = \$75 double = \$150 triple = \$225

Operated solely by a recognized Greenbelt nonprofit

Activity with sales

single = \$175 double = \$350 triple = \$525

Book Sales & Bingo = \$1,000

Official City of Greenbelt Municipal Organizations

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

Food Booths:

Sponsored by a recognized Greenbelt nonprofit/civic

single = \$175 double = \$350 triple = \$525

Operated by a professional vendor

single = \$350 double = \$700 triple = \$1050

Food Trucks = \$700

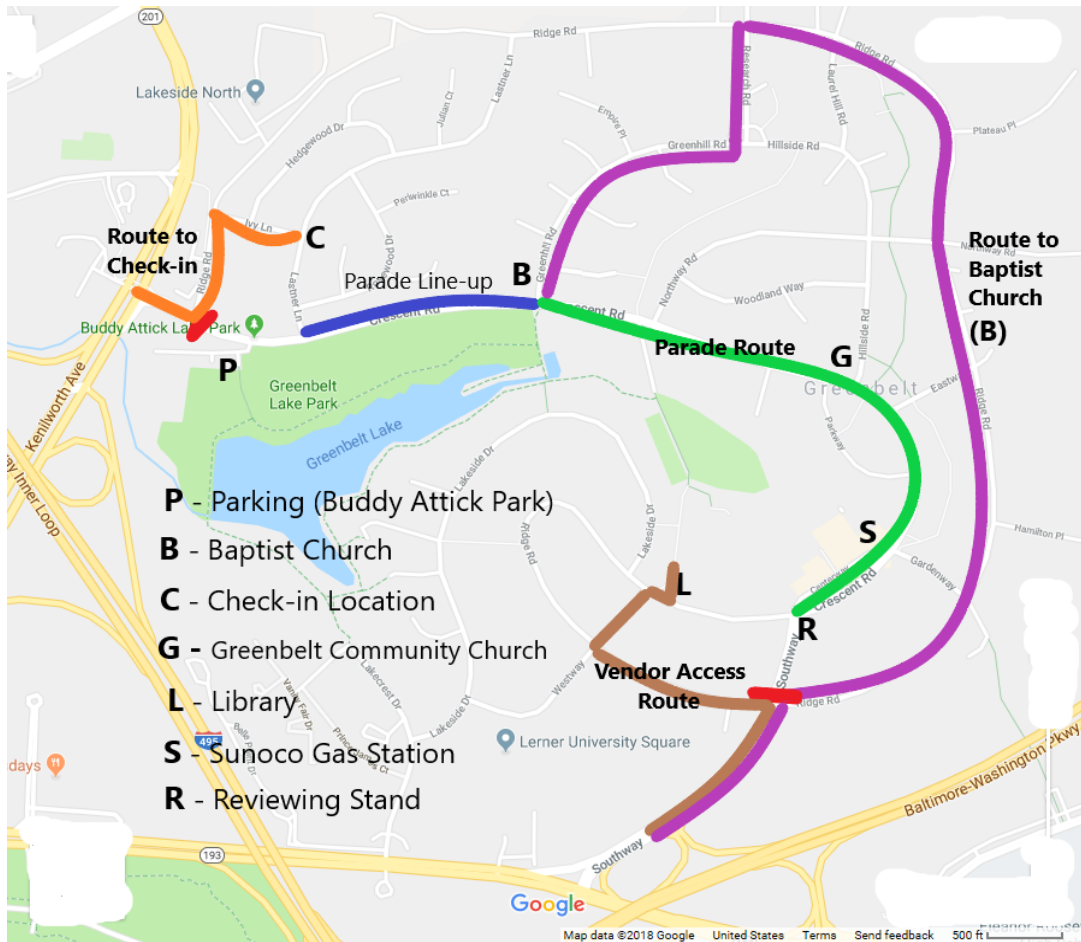
Activity and/or Food Items Being Sold and Prices for Each (Each booth may reserve up to 3 items only):

Item 1: _____

Item 2: _____

Item 3: _____

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.