



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

# **Greenbelt Labor Day Festival 2023**

## **Booth Packet**

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

Booth space is available to professional vendors or recognized Greenbelt nonprofit/civic organizations. 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.**

### **2023 Festival Schedule:**

**Friday, September 1      6:00 p.m. – 11:00 p.m.**  
**Saturday, September 2    10:30 a.m. – 10:00 p.m.**  
**Sunday, September 3    12:00 p.m. – 10:00 p.m.**  
**Monday, September 4    11:00 a.m. – 6:00 p.m.**

**Booths are expected to be open and staffed at ALL TIMES during the festival hours.**

### **Important Dates:**

**Booth Application and fee Deadline    Friday, June 23, 2023**  
**Health Dept. Permit                            Friday, August 11, 2023**

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

### **Booth Space Sizes:**

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

### **Booth Categories:**

#### **1) Food Booths:**

- a) Operated by a recognized Greenbelt nonprofit/civic organization = \$200 x booth size
- b) Operated by a professional vendor = \$400 x booth size (Tent)
- c) Food trucks = \$750 (flat space fee)

#### **2) Non-food Booths:**

- a) Information only with no sales = \$100 x booth size
- b) Activity with sales = \$200 x booth size
- c) Book Sales & Bingo = \$1,100 (flat space fee)

#### **3) Official City of Greenbelt Municipal Organizations = no charge**

### **Payment:**

Send via **PayPal** to: GLDFTREASURER@GMAIL.COM

Mail checks payable to:

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

### **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 11, 2023**, to guarantee issuance of a permit.

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

### **Cancellation:**

This is a rain or shine event. If an organization or professional vendor withdraws its booth application **after Friday, June 23, 2023**, the booth fee **may not be refunded** unless a substitute is available to occupy the booth space.

### **Tents:**

If you plan 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, a single space will allow for one 10'x10' tent.

### **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 three (3) food trucks that will be accepted to participate in the festival.
- 2) The information contained in this Greenbelt Labor Day Festival 2023 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 1, 2023 at 2pm**, 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 vendors **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 4<sup>th</sup>, 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.***



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**Greenbelt, MD 20768**

**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](http://www.greenbeltlaborday.com)

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

**Please indicate your booth type and size below:**

**Booth Type, Size and Fees:**

**Non-food Booths:**

*Information only with no sales organization*

single = \$100 double = \$175 triple = \$250

*Operated solely by a recognized Greenbelt nonprofit*

*Activity with sales*

single = \$200 double = \$375 triple = \$550

*Book Sales & Bingo* = \$1,100

*Official City of Greenbelt Municipal Organizations*

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

**Food Booths:**

*Sponsored by a recognized Greenbelt nonprofit/civic*

single = \$200 double = \$400 triple = \$550

*Operated by a professional vendor*

single = \$400 double = \$750 triple = \$1100

*Food Trucks* = \$750

## 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.