

2014 Riverdale Park Day Vendor Registration

Riverside Neighborhood Park

5801 Riverside Drive

Saturday, October 4, 2014, Noon to 5PM

Please check the item that most closely describes what you will sell/distribute:

Arts & Crafts Food Information Other _____

Name of Business/Organization

Contact Person

Address

City/State/Zip

Phone

Email

Describe what you will sell/distribute:

The Town of Riverdale Park 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 and "silly string".

Permits

Prince George's County Permit: All food vendors must have a food handler permit and/or Single Day Event Special Service Facility Permit from the PG County Health Department. The website to apply for both permits is <http://www.princegeorgescountymd.gov/sites/DPIE/Resources/Forms/LicensingHealth%20Forms/foodservice-temporary-event-permit.pdf>. Check the Single Day Temporary Event box. The Health Dept will only accept original signatures so you must deliver the application in person or by mail. There is a **\$25 charge** for permit applications received 14 or more days before the event. **There is a \$75 charge for applications received less than 14 days before the event.** Inspection and permits will be issued the day of the event.

Fees

Fees cover 10'x10' booth space in the park. Make checks out to Town of Riverdale Park with Riverdale Park Day on the memo line. **No tables, chairs, tents or electricity will be provided.** There is no rain date.

Commercial: \$20

Food: \$25

Non-Profit: No charge

Riverdale Park Arts Council Members/New Members \$15*

(Discount applied when membership is verified)

Deadlines

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 address below by **Friday, September 26, 2014**.

Send Application to:

Town of Riverdale Park
Riverdale Park Day Vendor Applications
5008 Queensbury Road
Riverdale Park MD 20737

Checks made payable to the Town of Riverdale Park must accompany application.

Requirements

All vendors must supply their own canopy (no larger than 10'x10'), tables and chairs and source of electricity, if needed. ALL vendors must have their booths set up, vehicles removed from the vending area and be ready to open by 11AM. Vendors may not be permitted to break down booths until 5PM. Food vendors must have proper permits and must comply with all applicable laws and regulations for the State of Maryland, Prince George's County and the Town of Riverdale Park.

Cancellations and Deposits

The Riverdale Park Recreation Board has the right to approve or disapprove any application. If, for any reason, your application is denied, you will be contacted immediately and your deposit will be refunded. The Committee has the right to cancel the event at any time and shall not be held liable for damages, claims, expenses or losses because of the cancellation.

Liability

The applicant agrees to hold harmless and indemnify the Town of Riverdale Park and staff and the M-NCPPC-Prince Georges for any and all liabilities, losses, claims, damages and expenses to the property and personal injury arising from 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.

Protection of Public Space

No damage shall be done, nor shall anything be pasted on, tacked, nailed, or screwed to the street, curb, sidewalks, permanent signage, trees, or other outdoor streetscape structures located in the event area. Vendors violating this regulation are expressly bound at their expense to repair any such damage that they, their agents, or employees may cause.

Lost or Stolen Property

The vendor agrees to assume all responsibility for vendor items and materials brought to the event. The Town of Riverdale Park and M-NCPPC-Prince Georges shall not be responsible for theft or loss of property. At no time should items be left unattended.

* While the cost for vendors is \$20, RPAC members (based upon membership verification) are only required to pay \$15. Non-members of RPAC, can also get the \$15 vendor cost and a RPAC membership (\$10) for \$25.