



**Takoma Park
Recreation Department**

Food Vendor Packet



Celebrating the cultural diversity of Takoma Park

**Saturday, May 19, 2018
Piney Branch Elementary School
7510 Maple Avenue
Takoma Park, Maryland 20912**

www.takomaparkmd.gov/government/recreation

301-891-7290

VENDOR INFORMATION

Celebrate Takoma will take place on Saturday, May 19, 2018 on Maple Ave. in front of Piney Branch Elementary School. Festival hours are 4:00 p.m. to 7:00 p.m. with last call taking place at 6:30 p.m. **The festival will be held rain or shine.** The **Celebrate Takoma** festival is a family event – costumes and decorations of your native country are highly recommended. **Menu items will be juried for duplication, final approval will be determined by the vendor committee. It is recommended to call the Vendor Chairperson prior to submission to avoid duplication.**

Registration deadline (office stamped or post office stamped) is Friday, April 6, 2018 by the close of business (5:00 p.m.). Spaces are limited and applications will be awarded based on **completed** application, ethnicity of menu with prices, and as space permits. Don't wait to submit your application! **Please read this vendor application thoroughly for vendor fees and regulations.**

Registration fees are to be paid by cash or money order only. Money order should be made payable to: City of Takoma Park. The Festival Committee will not be responsible for any loss beyond our control. All vendors need to have **General Liability Insurance of no less than \$500,000 and The City of Takoma Park listed as additional insured.** The sale and consumption of alcohol is strictly prohibited.

FOOD VENDOR FEES (per space)

Food vending spaces will be in the Piney Branch Elementary School parking lot. There will be a safety area of 3' between each vendor. Each vendor will be held responsible for the removal of their trash to an appropriate receptacle on the festival grounds and vacate the premises by 8:30 p.m. **The Montgomery County Health Department requires that every food vendor obtain a permit for the preparation and distribution of food.** These permits will be the vendors' responsibility (\$70.00 per space) and must be submitted to the county Health Department at least 2 business days prior to the event. A separate check must be submitted to the Health Department with permit application.

- On-site inspection will be held on the day of the event by the Health Department

Vendor fee: \$200.00 by May 4th or \$300.00 May 5th and after

**** The vendor fee includes a vending space charge and a \$50 trash deposit. The trash deposit (or portion thereof) is refundable (net 30 days) after the festival, if the vendor has cleaned up and departed by 8:30 p.m.**

Note: Vendors having an establishment in Takoma Park or the local surrounding area (Silver Spring, Langley Park) will receive priority. Vendors outside that area will be considered if space permits. **Compostable-ware required. The use of Styrofoam is strictly prohibited!! Per the City of Takoma Park's new Vendor Code Chapter 8.12 prohibits the use of Styrofoam and similar food service ware. Styrofoam and polystyrene plastics (#6) are not recyclable. Visit <http://takomaparkmd.gov/initiatives/polystyrene-ban/> for more information.** **Failure to comply will result in immediate shutdown and dismissal from festival.*

NO REFUNDS – This event will take place rain or shine (in the event of rain, food vendors will set up in front of Piney Branch ES in the bus loading zone as normal, but face truck doors or booth openings facing the school)

SPACE IS LIMITED – Don't wait to submit your completed application

RULES & REGULATIONS

Set-up begins at 12:00 p.m.

- All vendors must –
 - show valid proof of certification in food handling and permits
 - provide their own tent, tables and chairs (please prepare for the weather)
 - provide large easy to read menu with prices
 - provide own electricity and water
 - have own fire extinguisher
 - have a permit sales tax account
 - not use Styrofoam
- Set up is on a first come, first served basis
- Food items should not be placed on the ground
- Person handling food should not handle money
- Hairnets must be worn at all times
- Food handlers must wear gloves
- Gas grills are recommended and should be placed at the rear of vending space to avoid injury to the public
- Food is to be available and sold until at least 6:30 p.m.
- For the safety of our patrons, you cannot leave before 7:15 p.m. but must clear the area by 8:30 p.m.
- Due to entertainment stages in nearby area no individual music can be played in the food area
- **ALL VENDORS MUST STAY IN ORIGINAL SPACE**
- **NO VENDOR WILL BE ALLOWED TO SET-UP AFTER 2:00 p.m.**
 - Registration fees are non-refundable in the event of tardiness or no-shows
- Vendor must have a valid Health Permit by the County in order to participate and pass the day of inspection
- Additional paperwork may be required after confirmation of vending

The use of Styrofoam is strictly prohibited!! Per the City of Takoma Park's new Vendor Code Chapter 8.12 prohibits the use of Styrofoam and similar food service ware. **Failure to comply will result in immediate shutdown and dismissal from festival.* Visit <http://takomaparkmd.gov/initiatives/polystyrene-ban> for more information. Compostable-ware preferred.

WHAT PACKAGING IS OKAY?



FOR MORE INFORMATION, PLEASE CALL:
Michael Kurland at (301) 891-7285
VENDOR CHAIRPERSON

Celebrate Takoma

2018 Participation Agreement/Application

All of the below must be submitted prior to review/approval.

FOOD VENDOR CHECKLIST:

- _____ Vendor fee: \$200.00 by May 4th or \$300.00 May 5th and after

- _____ General Liability Insurance (not less than \$500,000) with the following information listed as an additional insured:
 - City of Takoma Park
 - 7500 Maple Ave
 - Takoma Park, MD 20912

- _____ Food Handling Certificate

- _____ Health Dept. Permit – must be purchased at least 2 business days in advance of event available at <http://www.montgomerycountymd.gov/hhs-program/PHS/LandR/LandRLicenseSpecialFood.html>

- _____ Copy of menu with prices

- _____ Liability Waiver

- _____ Copy of Driver's License

- _____ Participation Agreement/Application

- _____ Review and accept all the Rules and Regulations listed in this packet

Vendor Name: _____

Contact Person and Address: _____

Telephone: (Home) _____ (Work/ Cell) _____

E-mail: _____

'Day Of' contact info if different than above: _____

Description and price of items for sale:

Food vendors include A La Carte and Dinner menu and prices. Prices must match list below.

A LA CARTE MENU	PRICE	DINNER PLATES	PRICE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____

LIABILITY WAIVER

I will not hold The City of Takoma Park or any of the sponsoring organizations or individuals associated with the **Celebrate Takoma** festival responsible for theft, accidents or liability of any kind. I will adhere to and follow the rules and regulations as stated in the handout.

Applicant's Signature

Date

Submit completed packet to:
Celebrate Takoma
Takoma Park Recreation Department
7500 Maple Ave.
Takoma Park, MD 20912
Attn: Michael Kurland

SPACE IS LIMITED – Don't wait to submit your completed application