

Laurel Main Street Festival Main Street Merchant Application

Sponsored by: The Laurel Board of Trade

Laurel's 40th Annual Main Street Festival
Saturday, May 9th, 2020
9:00 am – 4:00 pm

RETURN NO LATER THAN

March 7, 2020

383 Main St., Laurel, MD 20707

(T) 301-483-0838 Text only 301-502-9128

Email = laurelmainstreetfestival@gmail.com Website www.laurelboardoftrade.org

Please type or Print Clearly – everything must be filled in. Applications will not be accepted unless all spaces are filled in and Payment is included.

Name of Business or Organization:		
Contact Person(s):		
Address:		
MAIN ST., Laurel, MD 20707		
Phone:	Cell phone #:	Other phone #:
Email:		

Participating Main Street Merchants who **ARE** Members of the Laurel Board of Trade are granted (1) free booth space to promote their business, services and merchandise. Additional spaces will be allotted if there is availability. The second space would be \$50 and the third space would be \$100.

Participating Merchants who are **NOT** Members of the Laurel Board of Trade will pay the following fees. First space is \$50. Additional spaces will be allotted if there is availability. The second space is \$100 and the third space is \$150.

Sharing or allocating booth space/spaces to another vendor is not permissible. Booth spaces measure 10' x 10' in size and does not include the sidewalk which must be kept clear. You will also need to provide your own table, chairs, canopy (see next page for canopy regulations) and electricity. In addition, no applications will be accepted after April 25, 2020. If there are multiple businesses within one "store front" (second floor or separate entrance), the Laurel Board of Trade and the Main Street Festival Committee will do their best to place you near the front area of your business address.

_____ I **Will Not** need a booth on Main St.

_____ I **Will** need a booth on Main St. _____ # of spaces requested

To become a Member of the LBOT or renew your Membership the cost is \$100. If you are a non-profit, the fee is \$75. Please complete a Membership Application.

Enclosed is a check/money order/charge/cash for \$_____ for the cost of (Please check all that apply)

Booth space(s) LBOT Membership

Will you be selling and/or giving away food or at the Festival (Please check one):

Sell food and/or drinks: YES NO Give out food and/or drinks:: YES NO

Note: New rules are in effect for canopies: Your canopy must meet CPAI-84 and NFPA-701 Fire Resistant Requirements or you will not be allowed to be in the Festival. If your canopy does not meet these requirements, please indicate so.

I have a CPAI-84 or NFPA-701 Canopy – Please Check one: YES NO

**All Payments should be made and sent to:
The Laurel Board of Trade, 383 Main St., Laurel MD 20707.**

Please check payment option selected:					
<input type="checkbox"/> Credit/Debit card	<input type="checkbox"/> Check (Returned checks \$50 fee)	<input type="checkbox"/> Money Order	<input type="checkbox"/> Cash		
<input type="checkbox"/> PayPal (Use laurelboardoftrade383@gmail.com)					
Credit Card # _____	Name on card _____				
Expiration Date _____	CID # _____	Amount to charge \$ _____			
Billing Address _____					
	Street	Suite #	City	State	Zip code

Applications will not be accepted after April 25, 2020. Applications received after the date at the top of this application will NOT BE GUARANTEED a location near their business.

If you have any questions, please call The Laurel Board of Trade office, email Maureen Rogers at laurelmainstreetfestival@gmail.com or text. Telephone # (301) 483-0838. Text only number (301) 502-9128.

Signature _____

Date _____

Print Name: _____

Signature indicates you have read and understand the requirements and regulations for participation in the Main Street Festival as explained in this application and referenced documents and regulations. All Vendors must adhere to all applicable City, County, State and Federal safety, fire code, food preparation, distribution and sale regulations or risk not being allowed to participate in the Laurel Main Street Festival. All vendors should be off the street and cleaned up by 5:00 p.m. This is a Rain or Shine event. No refunds provided.

To be completed by LBOT Personnel only

<i>Date Received</i> _____	<i>Date Processed</i> _____	<i>Date Assigned</i> _____
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Laurel Main Street Festival Rules & Regulations All Vendors and Participants

Please read this document thoroughly.

The Laurel Main Street Festival is a large family friendly festival with approximately up to 100,000 people a year attending, over 325 vendors over almost a one mile street. Multiple vendors from the same company can easily be accommodated.

Types of Vendor / Participants

Food Vendor

Food vendor means any person, public or private, who offers for sale or sells food or beverage products including the cooking, heating, frying, refrigeration and frozen food products intended for consumption at this event. Cottage food vendors are included in this category. One item only Vendor is just drinks, popcorn, or funnel cakes. For instance, you cannot be a funnel cake vendor and sell funnel cakes and drinks.

General Sales/Commercial Vendors

General Sales/Commercial are T-shirts, Clothes, Sunglasses, and Manufactured Products. Products that are NOT HANDMADE and then shipped to the vendors for resale are considered General Sales. Novelties are not accepted! If you have a mixture of arts & crafts and general sales you will still be charged at the General Sales/Commercial rate.

Arts and Crafts Vendors

Arts and Crafts must be handmade and/or assembled by the Vendor. First time Vendors may be requested to provide samples or pictures of items to be sold. Vendors whose items are not handmade or assembled may be asked to pay the difference at the Festival or be shut down with no refund. If you have questions ask ahead of time. Face painters fall under Arts & Crafts. If you are a face painter vendor, you will need a Certificate of Indemnity.

Non-Profit Groups

Civic, Religious, Schools and Service Groups (you must provide your non-profit tax ID number on application).

Hand-outs Only Vendors

Raffles, government flyers, commercial businesses – All flyers must be preapproved.

Direct Sales

Direct sales are organizations such as Mary Kay, Avon, Tupperware, Arbonne, Tastefully Simple, Thirty-One, Lula Roe, etc. No more than (3) Direct Sales vendors of the same products are allowed at this event.

General Regulations

The Main Street festival is a Rain or Shine event. No refunds will be provided because of weather, change of plans, illness, not going to be in town etc. Once you submit payment, refunds will not be made. All vendors should be unloaded and vehicles off the street by 8:00 a.m. and cleaned up and off the street by 5:00 p.m. at the end of the festival.

All Vendor spaces are ten (10') feet wide, and a maximum of (10) feet deep from curb. If you need a space wider than 10 feet, you must purchase the required number of spaces to accommodate your needs. If you encroach on the adjacent space you can be removed from your location and the Festival if no accommodations can be made. You will be charged for any additional space required. No refunds are provided.

Your **canopy must meet CPAI-84 and NFPA-701 Fire Resistant Requirements**. No exceptions can be made. The Fire Marshall will be verifying all canopy/tents on the day of the Festival. If non-compliant you will need to remove your canopy and may be removed from the festival. No refunds are provided.

Laurel Main Street Festival Rules & Regulations

Fire arms possession, sales and distribution including replicas, look a-likes, or anything that resembles a weapon is prohibited at this event. Please contact the Laurel police department <https://www.cityoflaurel.org/police> for fire arm safety rules and regulations.

All Alcohol sales, distribution or giveaways' are prohibited at this event.

Pornographic material, products, literature, giveaways, gifts, or anything that can resemble this is prohibited.

The proper fee must be included with the application. No exceptions to deadlines. If proper fee is not with application, the application will not be processed. For example if the due date for one fee is March 22nd, the application must be postmarked no later than that date, or the email must be dated March 22nd or application must be hand delivered by that date. No application accepted without check, money order, cash, credit card or debit card information. If you are giving away or selling food you must so indicate on your application. Some foods are allowed without a health permit but others are not and could result in a fine and being shut down by the Health Department without refund from the Laurel Board of Trade.

If you are also serving or giving away food you will need to get a Food Vendor application as well and pay the Food Vendor fee for the amount of spaces you are using. You must list on the application all the food you are selling or giving away. If you are selling or giving away food you must contact the Prince Georges County Health Department for instructions on rules and regulations. They can be contacted at (301)-883-7690 or online at: <https://www.princegeorgescountymd.gov/1979/Food-Service-Requirements>

If this is your first time in the Main Street festival, you may be asked to provide pictures/images/sample of your merchandise. Vendors are responsible for collecting and reporting Maryland Sales Tax. Neither the Laurel Main Street Festival Committee, the Laurel Board of Trade nor the City of Laurel is responsible for damage, loss or theft of items.

The Laurel Main Street Festival is a community and family event. As such, The Laurel Main Street Festival Committee/Laurel Board of Trade strives to select vendor applications that reflect the spirit of the festival. However, a vendor's permit may be withdrawn by the Committee/LBOT if a vendor's booth or actions are inappropriate for the festival. The Committee and/or LBOT are not responsible for any loss of revenue or fee if a participation permit is withdrawn. Decisions made by the Laurel Main Street festival Committee and the Laurel Board of Trade are final.

Any questions should be directed to the Laurel Board of Trade Office at laurelmainstreetfestival@gmail.com or phone at 301-483-0838 or text to 301-502-9128.

Returned checks will incur a \$50 processing fee. Vendor then must pay via a money order or cash.

Send application and make out checks/money order or credit card information to:

Laurel Board of Trade
383 Main Street
Laurel, MD 20707

Applications received after April 25th cannot be guaranteed placement and participation at the Main Street Festival.