



MAIN STREET FESTIVAL GENERAL RULES AND REGULATIONS

The following rules and regulations will be strictly enforced!

ALL VENDORS

All Vendor Packets contain setup instructions, booth assignments and a vehicle pass and will be mailed to you by the beginning of April.

If you need overnight accommodations, the Quality Inn is located a ½ block from Main Street. The Quality Inn offers a discounted rate for Main Street Festival Vendors. Please call 301-725-8800 for your reservations and give the Reservation Code MAIN.

Booth Set-Up time begins at 6:00 am.

You may access Main Street from either 4th Street or 7th Street (Rt. 216). Your booth number will determine which access you use. Specifics will be provided in your Vendor Packet which will be mailed to you at the beginning of April.

Vehicle access to Main Street is by Permit Only!

Your Vendor Packet will contain a Permit to bring your vehicle onto Main Street during the set up time to allow you to set up your booth. All vehicles must be removed from Main Street no later than 8:00 am. Any vendor vehicle arriving after 8:00 am will **NOT** be allowed in the Festival area! Please arrive in plenty of time to set up your booth and remove your vehicle on time!

Vehicle Permits are Not for parking.

Vehicle Permits are meant for Festival Area Set-Up access ONLY between 6:00 am and 8:00 am. The Vehicle Permit is not a Parking Permit for Main Street or any of the surrounding streets.

Neither the Main Street Festival Committee nor the Laurel Board of Trade charges any parking fees nor has any control over anyone who is charging parking fees. Neither the Main Street Festival nor the Laurel Board of Trade profits from anyone charging such fees.

If you have special requirements, (handicapped, etc)

Please make sure they are listed in the COMMENTS section of the application. The Festival Committee will do their best to accommodate you but cannot make any guarantees.

The festival does not provide electrical power, water, ice, chairs, tables or canopies/tents.

It is the responsibility of the vendor to bring and maintain whatever they need for the day.

If you plan to use a generator it must be super quiet!

If the generator is too noisy you will have to turn it off.

If you plan to use a radio, CD player, cassette tape player or any other form of musical or live entertainment in your booth you MUST keep the volume down. If the sound can be heard beyond a 3' radius of your booth it is TOO LOUD! **We have stage areas for Entertainment!**

The sidewalks behind each vendor's booth MUST be kept clear for foot traffic.

The sidewalks are not to be used for storage! This is a fire safety law! All boxes, supplies, cooking items, etc. need to be kept within your vendor space. The Laurel Fire Marshall will be at the Festival conducting inspections throughout the day.

Vendor Permits MUST be displayed in booth area at all times!

Application categories will be compared to the merchandise in the booth.

Any violators found during the Festival will be required to pay the proper fee for the vending area or be closed down. The Laurel Board of Trade and the Main Street Festival Committee will not be responsible for loss of revenue or fees.

Vendors are not allowed to walk the street selling their wares or services. You MUST stay in your own vending area or you will be closed down

UNDER NO CIRCUMSTANCES WILL ALCOHOLIC BEVERAGES OR DRUGS BE PERMITTED IN THE FESTIVAL AREA!

BANNED SALE ITEMS include (but are not limited to): knives and guns (real or toy), snap caps, sparklers, fireworks of any kind, plastic swords, drugs or drug related paraphernalia, silly string, stink bombs, batons, nun chucks, throwing stars, laser pointers, marshmallow shooters skateboards, skates, etc. **NO EXCEPTIONS TO THIS RULE!** If you have any questions about items you plan to sell, please contact the Festival Committee BEFORE the Festival. Vendor found selling banned items from their booth will be closed immediately and the banned merchandise will be confiscated. You will not be able to dismantle and pack your booth until the Festival is closed at 4:00 pm. The Main Street Festival Committee, the Laurel Board of Trade and the Laurel Police Department have the right to ban any items from being sold if they believe it does not fit with our "family oriented" Festival or if they believe it's dangerous or promotes illegal activity.

PETS Are NOT allowed in the Festival area.

This includes both on the street and in the vending area. The only exception will be service dogs assisting the handicapped. The Police Department will strictly enforce this policy!

If space next to you is vacant, this does not mean you can spread out!

The Festival Committee has a reason to leave these spaces open. Any vendor found using any part of the empty space next to them will be required to pay an additional booth fee the day of the festival.

You are NOT ALLOWED to sell any portion of your space or any other space to another vendor.

If you know of someone that is doing so, please report this to the Main Street Festival Committee immediately

Each and every vendor is responsible for collecting Maryland State Sales Tax (6%) on all sales.

A copy of the Maryland State Sales Tax Chart can be downloaded from the Comptroller's Office website.

The State of Maryland Office of the Comptroller requests a list of all vendors participating in the festival and often sends Inspectors to events to insure compliance.

Parade begins promptly at 9:00 am. The Main Street Festival opens with a Parade.

Announcements will be made throughout the day from the Information Center located in front of PNC Bank on Main Street

Any vendor wishing to have a special announcement made during the day is welcome to do so. Please bring a written copy of your announcement to the Information Center on the day of the Festival.

All booths are to be closed promptly at 4:00 pm!

Main Street will re-open for your vehicle at 4:00 pm to allow you to load out. All vendors and their vehicles must be off the street no later than 5:30 pm! The Public Works Department will begin "sweeping" the street at 5:00 pm and Main Street will re-open to the public at 6:00 pm.

All vendors are responsible for cleaning up their vendor area before they leave the festival! You may leave trash bags along the curb for Public Works to pick up.

THE FESTIVAL IS A RAIN OR SHINE EVENT! NO REFUNDS WILL BE GIVEN!

**ALL ORGANIZATIONS OR GROUPS PERTAINING TO
THE ADOPTION, RESCUE OR WELFARE OF ANIMALS**

Vendors must keep the animals in their booth space. The Main Street Festival brings in over 75 thousand people each year. This request is not only for the safety of the people attending but also for the safety of the animals. A Certificate of Indemnity Insurance naming the Laurel Board of Trade as Co-Insured and covering the date of the festival MUST accompany your Vendor Application before you are assigned a booth space. Due to a few incidents over the past few years, this action must now be taken.

ALL FOOD VENDORS

Food vendors are responsible for obtaining appropriate Health Permits from the Prince George's County Health Department (301-883-7690). Prince George County Health Inspectors will be at the festival to ensure health standards are met during set up and maintained throughout the day. Any food vendor without a health permit will not be allowed to open.

FYI: The Prince George's County Health Department does NOT accept faxed requests- original signatures are required. The Health Department must receive permit requests at least 48 hours before the event. Permits can be downloaded at http://www.princegeorgescountymd.gov/Government/AgencyIndex/Health/foodservice_facilities.asp

Certificate of Indemnity Insurance naming the Laurel Board of Trade as Co-Insured and covering the date of the festival MUST accompany your Vendor Application before you are assigned a booth space.

The PG County/Laurel Fire Marshal will conduct inspections during set up and throughout the day. The following are items of interest: Properly secured propane tanks. Proper storage of flammable liquids (gasoline for generators, etc.) All food vendors must have either two 5lb or one 10lb ABC Fire Extinguisher for each booth area.

All propane bottles must be secured to the tent.

All food vendors are required to have a fire resistant tent. The fire resistant tags on the tent must be visible.

There will be a limited number of similar type food vendors accepted into the Festival so please submit your application as soon as possible.

The only food vendors allowed to sell Funnel Cakes and Kettle Korn are the vendors that sell nothing but the funnel cakes and kettle corn. If you are a food vendor selling other food items you will not be allowed to sell funnel cakes or kettle corn.

Any vendor selling food or other items that may create litter are required to provide trashcans or trash bags. At the end of the day, all vendors are requested to police their booth area and leave trash bags along the curb.

All grease, oil, charcoal, etc. must be removed from the street by the food vendor. Any vendor that dumps or leaves this behind, will NOT be invited back again to the Festival. These items CANNOT be disposed of in the street or drains!

FACE PAINTERS

Any vendor who will be "face painting" in their booth area MUST submit a Certificate of Indemnity Insurance naming the Laurel Board of Trade as Co-Insured and covering the date of the festival with their Vendor Application. You will not be assigned a booth space until this is received. There have been incidents caused by face painting in the past that is requiring this action to be taken.

NON-PROFIT ORGANIZATIONS / GROUPS / CLUBS / SCHOOLS, ETC

If your non-profit group would like to sell/serve food in your booth area, you must pay the same fee as the Maryland Food Vendors which is \$250 for the first space. Each additional space will be \$85. (Please be sure to read all of the food vendor rules and regulations above. You will be required to follow the same rules and regulations as any other food vendor participating in the festival.)

If your non-profit group is planning to face paint in your booth area to raise money or you do it for free, a Certificate of Indemnity Insurance naming the Laurel Board of Trade as Co-Insured and covering the date of the festival must accompany your Vendor Application before you are assigned a booth space.

Please follow the instructions of the Laurel Police Department and the Festival Staff! They are here to help everyone have a fun, successful day!

PLEASE OBEY ALL RULES AND REGULATIONS! Have a Great Festival!

If you have any questions, please feel free to contact:

The Laurel Board of Trade

Monday – Friday

10 am – 2 pm

301-483-0838