

## **2012 MAIN STREET FESTIVAL RULES, REGULATIONS & INFORMATION**

**The following rules and regulations will be strictly enforced!**

### **ALL VENDORS-**

**Booth set-up time begins at 6:00am.** You will access Main Street from either 4<sup>th</sup> Street or 7<sup>th</sup> Street (Rt. 216). Your booth number will determine which access you use. Specifics will be provided in your instruction packet. Vendor packet will be mailed out the end of April 2012.

**Vehicle access to Main Street is by Permit Only!** All vehicles must be off of 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 be here in plenty of time to set up your booth!

**Vehicle passes are Not for parking.** They allow access to the Main Street Festival area for unloading and setting up prior to the start of the festival only!

**Parade begins promptly at 9:00 am.**

**All booths are to be closed promptly at 4:00pm!** Main Street will open for your vehicle at 4:00pm. All vendors and their vehicles must be off the street no later than 5:30pm! Main Street re-opens to the public at 6:00pm and our Public Works Department will begin "sweeping" the street at 5:00pm. Main Street must look like a festival never took place by 6:00pm!

**Vendor permits MUST be displayed in booth area at all times!**

**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.

**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.

**BANNED ITEMS include (but not limited to):** knives or guns (real or toy), snap caps, sparklers, fireworks of any kind, plastic swords, drugs or drug related paraphernalia, no silly string, stink bombs, batons, numb chucks, throwing stars, laser pointers, **marshmallow shooters**, skateboards, skates, etc. **NO EXCEPTIONS TO THIS RULE!** If you have any questions, please contact the festival committee BEFORE the festival. Any vendor found selling any 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 in with our "family oriented" festival, or if they believe it's dangerous or promotes illegal activity.

**The sidewalks behind the vendor's 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 enclosed in your vendor space. The Laurel Fire Marshall will be at the Festival conducting inspections through out the day.

**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.

**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 will not 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.

**Each and every vendor is responsible for collecting Maryland sales tax (6%) on all sales.** The state of Maryland Office of the Comptroller requests a list of all vendors participating in the festival.

**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.**

**If you plan on using 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 outside of 3' area of your booth it is TOO LOUD! **We have stage areas for Entertainment!**

**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.

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

**PETS Are NOT allowed in the festival area.** This includes on the street or vending area. The only exception will be dogs assisting the handicapped. The Police Department will strictly enforce this policy!

**All vendors are responsible for cleaning up their vendor area before they leave the festival!**

**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.**

**Announcements will be made throughout the day from the information center, located in front of PNC Bank.** Any vendor wishing to have a special announcement made during the day is welcome to do so. The day of the festival, please contact the information center.

**If you need overnight accommodations, the Quality Inn is ½ block off Main Street , the discounted rate for Main Street Festival Vendors is \$69.99 + tax per night. Please call 301-725-8800 for your reservations and give the Reservation Code MAIN.**

**All Vendor Packets containing setup instructions, booth assignments and a vehicle pass will be mailed by the end of April 2012.**

**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 Inspections 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 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](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 2- 5 lb or 10 lb 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 and 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 CAN NOT 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 amount as the Maryland Food Vendors, \$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.

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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***