

# Food Vendor Packet



Saturday, October 5, 2019  
Watkins Regional Park  
301 Watkins Park Drive  
Upper Marlboro, MD 20774

# Food Vendor Information

*Kinderfest* is a signature M-NCPPC event that focuses specifically on children and attracts 15,000-18,000 families and participants. *Kinderfest* features festivities, programs, and entertainment for a family fun day. *Kinderfest* is always a very special day for our community, and this year we hope that you can participate as a **Food Vendor**. The annual fall festival for children is held on **Saturday, October 5, 2019 at Watkins Regional Park, from 12:00pm until 5:00pm. *Kinderfest* will be held rain or shine.** Please review this packet thoroughly for fees, rules and regulations.

## **Registration and Application Information**

Application deadline is **September 13, 2019**. Spaces are limited; applications considered will be based on a *completed* application packet that includes:

- Food Vendor Application
- Copy of Driver's License
- Copy of Menu, including prices
- INDEMNIFICATION, WAIVER OF LIABILITY AND RELEASE
- General Liability Insurance Certification (the minimum coverage of \$1,000,000)

*Please note that vendors must be in good standing with SDAT (Maryland-State Department of Assessment and Taxation). Proof not required; M-NCPPC will verify via SDAT website.*

## **Application Processing**

The *Kinderfest* Committee will contact vendors to confirm receipt of their applications.

The Committee will contact accepted/approved vendors by **September 20, 2019**.

Approved vendors will be required to provide full payment by **September 27, 2019**.

## **Fees for Tent Space or Food Truck**

- \$100 for 12' x 15' space
- \$150 for 18' x 15' space
- \$ 200 for 24' x 15' space
- \$100 for Extra Trailer Space

*Spaces will be marked and all equipment must be within the designated space.*

*Registration fees are non-refundable in the event of tardiness or no-show.*

*Supply trucks and over-size grills taking up a space must pay for that space.*

## **Fees and Insurance Certificate**

Fees are to be paid in full by cash, credit card or money order (*no checks*) once the vendor has been notified that their application has been accepted. Money orders should be payable to M-NCPPC.

**Fees are non-refundable**, unless event is cancelled by M-NCPPC. The *Kinderfest* Committee will not be responsible for loss beyond our control.

All vendors must have a **Liability Insurance Certificate** stating the minimum coverage of \$1,000,000. The insurance certificate must read as follows:

*Maryland-National Capital Park and Planning Commission at 6611 Kenilworth Avenue, Riverdale, Maryland 20737 as additional insured*

The insurance certificate is due at the time of your application. If the certificate is not provided, your application will not be processed and you will not be permitted to participate in *Kinderfest*.

## ***Setup and Departure***

**Setup** is **7-10am** in designated area only. Vendors must setup in designated area only, and have all vehicles moved by 10am.

**Last call** to sell food will be 5:30 PM.

**Departure** is **5:30-7:30pm**. For safety of our patrons, vendors may not leave before 5:30pm and must clear the area by 7:30pm.

All vehicles will be parked in designated vendor parking (not behind vending area).

Gas grills are recommended and should be placed at the rear of the vending space to avoid injury to the public. ***Silent gas generators are recommended.***

## ***Vendor Requirements***

On the day of the event, be prepared for an **on-site inspection** by the Health Department.

Must be in good standing with SDAT (Maryland-State Department of Assessment and Taxation). Proof not required; M-NCPPC will verify via SDAT website.

Provide your own:

- Tent, tables and chairs (please prepare for weather)
- Electricity—***power will not be provided***
- Fire extinguisher
- Large, easily read menus with pricing

Remove **trash** to the appropriate receptacles provided.

Abide by all **Food Handling** requirements, including but not limited to:

- Food items should not be placed on the ground.
- Person(s) handling food should not handle money.
- Hairnets must be worn at all times.
- Food handlers must wear food preparation gloves.

Refrain from:

- Playing individual, amplified music (due to festival entertainment nearby)
- Selling alcohol

# Kinderfest

## Food Vendor Application

Select space(s) requested:  12' x 15' Space (\$100)  
 18' x 15' Space (\$150)  
 24' x 15' Space (\$200)  
 Extra Trailer Space (\$100)

Please include:

- Application (this form)
- INDEMNIFICATION, WAIVER OF LIABILITY AND RELEASE
- Menu, including prices
- Copy of Driver's License
- General Liability Insurance
- Review, accept, and comply with all of the Rules and Regulations listed in this packet

**Vendor Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone (Home):** \_\_\_\_\_ **(Work/Cell):** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

## Reminders

### ***Fees***

Registration fees are to be paid in full by cash, credit card or money order only at time of application. Money order should be payable to **M-NCPPC**. **No checks.**

### ***General Liability Insurance Certificate***

All vendors must have a "Liability Insurance Certificate" stating the minimum coverage of \$1,000,000. The insurance certificate must read as follows:

Maryland-National Capital Park and Planning Commission at 6611 Kenilworth Avenue,  
Riverdale, Maryland 20737 as additional insured

### ***Temporary One-Day Event Permit (Special Food Service Facility)***

Vendor must purchase a permit, the minimum of 2 days prior to festival. Permits can be purchased from the *Prince George's County Health Department (Environmental Health)*.

If you have any questions, or need additional information please contact:  
Ria Jones, 301-249-1651, or email [ria.jones@pgparks.com](mailto:ria.jones@pgparks.com).

**Submit completed packet by *Sep 13, 2019* to:**

Kinderfest, Attn: Ria Jones  
South Bowie Community Center  
1717 Pittsfield Lane  
Bowie, MD 20716

**INDEMNIFICATION, WAIVER OF LIABILITY AND RELEASE THE MARYLAND-NATIONAL PARK AND PLANNING COMMISSION, PRINCE GEORGE'S COUNTY, DEPARTMENT OF PARKS AND RECREATION**

Location: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

I hereby represent that I am authorized to provide the indemnification, waivers and assumption of risks stated herein and all the information provided is accurate. I have given permission by the Maryland National Capital Park and Planning Commission (M-NCPPC) to participate in Kinderfest as a food vendor space.

I acknowledge, accept and agree that the M-NCPPC is providing space and/or facilities for me to set up a food or arts and crafts area and such space and / or facility is being provided "AS IS."

I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, and assume full responsibility for my participation as a food or arts vendor at Kinderfest. I HEREBY INDEMNIFY, RELEASE AND HOLD HARMLESS M-NCPPC, their officers, officials, agents, employees and sponsoring agencies, and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY IDEMNIFY, RELEASE AND HOLD HARMLESS M-NCPPC, their officers, officials, agents, employees and sponsoring agencies used to conduct the event, from all liability, negligence, causes of action, claims, demands and damages of every kind related to any and all injury, disability, death, loss or damage to person of property, including myself and my property, arising from my use of the M-NCPPC space and /or facilities.

**I HAVE READ THIS IDEMNIFICATION, WAIVER OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTANDING ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.**

\_\_\_\_\_  
**Signature of Food Vendor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**M-NCPPC Representative**

\_\_\_\_\_  
**Date**