

PINEY ORCHARD STREET FESTIVAL

GENERAL RULES AND REGULATIONS



The following Rules and Regulations will be strictly enforced for ALL Vendors!

All Vendors are **required** to attend the Vendor Meeting on THURSDAY, May 31, 2018 at 6:30 p.m. At the meeting you will be given set-up instructions, parking and booth assignments. This will also be the time to ask any questions that you may have. **This includes vendors who have previously participated.**

Vehicle/Trailer access to Piney Orchard Street Festival

Your vehicle will be allowed to enter the Street Festival during your allotted set-up time. You must unload your vehicle at your assigned booth space and immediately move your vehicle from the Street Festival area to designated parking areas. No vehicles will be allowed to stay at assigned booth space without prior approval from the Street Festival Committee Chair. **If you are selling your goods (i.e. food truck, trailer, etc.) or transporting your items to the festival using a trailer, it will be required that you arrive for set-up @7:30 a.m. Due to prior issues this cannot be waived or changed.**

NO electrical power, generators, water, ice, chairs, tables or canopies/tents provided.

Tents can be rented at additional cost. See application for information. If the vendor provides their own generator, details of the type of generator must be provided in advance. (See application)

Sidewalks behind each vendor's booth MUST be kept clear for Foot Traffic.

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.

Vendors are not allowed to walk the street selling their wares, services or giving handouts.

Vendors **MUST** stay in your assigned 10' x 10' vending area or you will be closed down following the below procedures:

- *1st infraction – verbal warning*
- *2nd infraction – Violator will be informed they will be asked to leave festival*
- *3rd infraction – Violator shall be closed down and must exit the festival. Violator may pack up booth, however, items must be taken to vehicle on foot. Under no circumstances will a vehicle be allowed onto the street prior to the ending of the event.*

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.

Vacant Space

If the 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.

NO BOOTH SHARING. You shall **NOT BE ALLOWED** to sell/share any portion of your space or any other space to another vendor.

The Street Festival begins promptly at 11:00 am. The Street Festival opens with the Military Color Guard followed by our National Anthem.

All booths shall close promptly at 6:00 pm.

The street will re-open for your vehicle at 6:00 pm. Please begin packing up your items at this time. All vendors and their vehicles must be off the street no later than 7:30 pm. The Landscaping crew will begin "sweeping" the street at 7:00 pm and the Street will re-open to the public at approximately 9:00 to 10:00 pm.

Health & Food Permits

Food Vendors are responsible for obtaining appropriate Health & Food Permits from the Anne Arundel County Health Department. www.aahealth.org

End of Day Clean-Up

All grease, oil, charcoal, etc. must be removed from the street by the food vendor. IF any items are left on the street, vendor will be invoiced for the amount to clean-up the street and will not be allowed to participate at the next Street Festival event.

Any vendor selling food or other items that may create litter are required to provide trash cans or trash bags. At the end of the day, all vendors are requested to canvas their booth area and remove all trash.

Other

Vendors may provide their own tent and tables; however they must conform to the space standard and fit within the Vendor assigned space(s). Vendor space is 10 feet by 10 feet. If your booth set up does not fit within these dimensions, **YOU MUST REQUEST AND PAY FOR ADDITIONAL BOOTH SPACE-NO EXCEPTIONS.** Payment is required in full at the time of application.

Application does not guarantee vendor participation. **Vendors will be selected at the discretion of the Street Festival Committee** and notified via email.

You must submit CHECK with APPLICATION. DO NOT EMAIL APPLICATIONS THEY MUST BE MAILED TO THE ADDRESS YOU HAVE BEEN GIVEN ON THE APPLICATION FORM.

IF YOU HAVE ANY QUESTIONS PLEASE SEND EMAIL TO:
[PINEYORCHARDSTREETFESTIVAL@GMAIL.COM](mailto:pineyorchardstreetfestival@gmail.com)

VISIT OUR WEBSITE AT [WWW.PINEYORCHARD.COM](http://www.pineyorchard.com)



Piney Orchard Street Festival

*Patrons are not allowed to walk the street selling their wares, services or giving handouts.



CELEBRATING PINEY ORCHARD'S 9TH ANNUAL STREET FESTIVAL

Saturday, June 9, 2018, 11:00 a.m.–6:00 p.m.

2400 Stream Valley Dr., Odenton, MD 21113

***RAIN OR SHINE EVENT* - BE PREPARED FOR ALL WEATHER
CONDITIONS**

Application Deadline: Monday, May 21, 2018

Application Submission Does Not Guarantee Vendor Participation

NON-PROFIT GROUPS

Example: Civic, Religious/Church, Schools, Service Groups, etc. Limited to the First 10 Applications

Please Type or Print Clearly

RESIDENT/ORGANIZATION NAME: _____

WEBSITE: _____

TYPE OF BUSINESS: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

Non-Profit Groups:

BOOTH SIZES:

10' X 10' (\$85.00) ____ 10' X 20' (\$125.00) ____ 10' X 30' (\$185.00) ____

Please list below a sample of items to be sold. Please note that if we receive multiple requests to sell the same type of items, the Committee reserves the right to modify your request.

YOU MUST PROVIDE A NON-PROFIT TAX ID NUMBER: _____

Comments/Special Request

You must stay within the boundaries of the space you purchased. ****Please review under Rules and Regulations (Vehicle/Trailer Access to Piney Orchard Street Festival)**

ELECTRICITY

1. Will you be providing your own electricity? (___) Yes or (___) No.
2. Please describe specifics about your generator. _____

TENTS - A limited number of 10' x 10' tents are available for rent for \$35.00 EACH. Will you be renting a tent? If so, how many? _____

SPACE(S) FEE \$ _____

TENT FEE \$ _____ (number of tents X \$35.00)

TOTAL: \$ _____

Approximate time you need to set up your space(s)? _____

You must submit payment with application. (Via check or credit card) If you choose to pay with a credit card you will be charged a 10% handling fee. Returned Checks will incur a \$35 processing fee.

MAKE CHECKS PAYABLE TO: POCA
 MAIL CHECKS TO:
 PINEY ORCHARD COMMUNITY ASSOCIATION
 ATTN: PINEY ORCHARD STREET FESTIVAL
 2400 STREAM VALLEY DRIVE
 ODENTON, MD 21113

NAME ON CREDIT CARD: _____

CREDIT CARD NUMBER: _____

THREE DIGIT SECURITY CODE: _____

EXP. DATE: _____

TYPE OF CARD: _____

(AM. EXPRESS, DISCOVER, MASTERCARD OR VISA)

TOTAL TO BE CHARGED TO CREDIT CARD: _____

(PLEASE DO NOT FORGET TO ADD THE 10% HANDLING FEE)

Signature of Credit Card Holder: _____

ALL VENDORS, PLEASE READ, SIGN AND RETURN WITH APPLICATION

Vendor shall indemnify and hold Piney Orchard Community Association (POCA) harmless from and against all actions, liability, claims, suits, damages, risk of loss, costs or expenses of any kind which may be brought or made against POCA or which POCA must pay and incur by reason of or in any manner resulting from the willful misconduct of the vendor or its agents or employees or the negligent performance or failure to perform by the vendor or its agents or employees, including reasonable attorney’s fees, howsoever arising or incurred, for damage to property or injury to or death of any person. **The Piney Orchard Street Festival is a Rain or Shine Event! NO REFUNDS WILL BE GIVEN!**

Health Department permits for food/food product booths are the responsibility of the vendor.

Neither the Street Festival Committee nor Piney Orchard Community Association is responsible for damage(s), loss or theft of items.

All submitted applications will be reviewed. In the event there are excessive multiple applications for the same type of vendor, these will be processed on a first come, first served basis and monies refunded to those vendors whose applications are not accepted.

Please sign below to indicate that you have read and agree with the rules and regulations contained in the vendor registration form.

SIGNATURE	TITLE	DATE

PRINTED NAME

A **MANDATORY MEETING** WILL BE HELD ON **THURSDAY, May 31st, 2018** at 6:30 p.m. at the Piney Orchard Community Center, 2400 Stream Valley Drive, Odenton, MD 21113. THIS MEETING WILL BE BRIEF, BUT IMPORTANT and spaces will be assigned at that time.. QUESTIONS WILL BE ANSWERED CONCERNING EVENT FACILITIES, SPACE ASSIGNMENT, CHECK-IN TIME AND PARKING FOR THE FESTIVAL. PLEASE PLAN ON ATTENDING OR SENDING A REPRESENTATIVE. Non-attendee vendors may loose their ability to participate in this year’s event.

_____ **You MUST initial here to indicate that you understand it is required that you or your representative attend(s) this meeting.**

IF YOU HAVE ANY QUESTIONS, PLEASE SEND EMAIL TO PINEYORCHARDSTREETFESTIVAL@GMAIL.COM
Please allow three to five business days for a response. We look forward to another successful event.

VISIT OUR WEBSITE AT WWW.PINEYORCHARD.COM



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