

# 2017 Takoma Park Street Festival

## Food Vendor Guidelines

- Acceptance:** Vendors will be accepted according to various factors including, but not limited to, variety of offering, date of application submission, new or returning vendor and at the sole discretion of the OTBA. Prior participation does not guarantee entrance into the festival.
- Notifications:** Email will be the primary method for all notifications, including acceptance. Vendors will be notified via email that application has been received. If vendor does not have an email address, please indicate on application and a phone call will be made instead. Booth assignments, festival map and detailed event info will be sent via email as well.
- Payment:** Upon acceptance, vendors will be emailed a PayPal link to submit their fees. If fees are not paid within the allotted timeframe, their space will automatically be released – no exceptions.
- Refunds:** Full refunds less a \$10 processing fee will be given for cancellations prior to September 1<sup>st</sup>. There are no refunds after this date.
- Spaces:** Food vendor space is 10 x 15 ft. Accommodations will be made for longer food trucks. Vendors agree to keep all of their goods, services and activities within the assigned space. Any items outside of the assigned space are subject to removal. If additional space is needed, preapproval is required.
- Space Assignments:** Tented food vendors will be assigned locations in late September. Best efforts will be made to provide requested booth space. Food trucks will be assigned a general location of their space with arrival instructions emailed before the event.
- Booth Supplies:** Vendors must provide all their own equipment: prep tables, canopy, water, power, ice and supplies. The OTBA provides ONLY the booth space. Smokers are not permitted. If generators are needed, it is up to the vendor to supply and tape down the cords. Please mention if you plan to bring one in your application.
- All tented vendors are required to have sandbag weights of at least 40lbs (each) secured at the base of each of the four corners of their tent. If it is windy on the day of the festival, a tent flying through the air can be very dangerous. Please help us keep our vendors and festival-goers safe by complying with this rule. Any vendor that does not have their tent weighted down will not be allowed to participate and no refund will be issued. Cinder blocks have sharp corners and are easy to trip over; please use 2.5 gallon buckets filled with cement or sand bags that can be secured with a rope or bungee.
- Green Disposables:** Polystyrene food and Styrofoam service ware and packaging is not allowed per the City of Takoma Park. All vendors using this will be given a non-monetary

citation and risk not being offered a space in future festivals. FAQs and suggested alternatives can be found at <http://www.takomaparkmd.gov/polystyrene-ban>.

**Insurance:**

All vendors must provide proof of insurance and name the Old Takoma Business Association as insured on their policy. Documentation should be submitted at least 30 days prior to the event, and can be emailed to [takomaparkstreetfestival@gmail.com](mailto:takomaparkstreetfestival@gmail.com) or mailed to:  
OTBA  
6909 Laurel Ave, Suite A  
Takoma Park, MD 20912

**Permits:**

All food vendors (including Takoma Park restaurants) must have a Montgomery County Health Department Permit – one-day special event/temporary license. Click [here](#) for the license application. No food vendor will be allowed on site without this permit and will be checked on the morning of the festival by the MD Health Inspector. Please call 240-777-3986 for permit information or follow this link: <http://www.montgomerycountymd.gov/HHS-Special/LandRLicensingSpecialFood.html>

The Health Department requires that all food preparation be done on-site unless vendor utilizes an approved kitchen. If prep kitchen is outside Montgomery County, it still must be approved by the Montgomery County Health Department since food will be vended in Montgomery County. If you have questions, call the Health Department at 240-777-3986.

**Set Up:**

All vendors must arrive at the festival before 9:00 am for setup. Event starts promptly at 10 am. If you use a deep fryer, you must put a protective covering (such as cardboard) under the area of the fryer to protect the street from the grease.

**Breakdown and Clean Up:**

All vendors must be completely packed up and vehicles off the street by 6:45 pm that night. Area around booth or food truck must be completely cleaned. Vendor must pack and remove all their own trash. There will be no dumping of cooking oil or other liquids on street or grass. Any vendors found not complying with this will not be invited to return next year.

**Event Cancellation:**

The Takoma Park Street Festival occurs rain or shine. In the case of an extreme weather event or other extreme unforeseen circumstance, it is at the sole discretion of the Old Takoma Business Association to determine if the festival will be cancelled and, if cancellation occurs, the Old Takoma Business Association, at its sole discretion, will determine if the festival will be rescheduled. Under no circumstances will refunds be offered nor applied to future festivals.