



# Food Vendor Packet

**Sunday, June 2<sup>nd</sup>, 2024**

**12:00pm – 6:00pm**

**The Show Place Arena**

**14900 Pennsylvania Avenue**

**Upper Marlboro, MD 20772**

## **FOOD VENDOR INFORMATION**

This packet contains information and application to participate as a food vendor. The Beltway BBQ Showdown will take place on Sunday, June 2<sup>nd</sup>, 2024 at The Show Place Arena. Set-up will begin at 7:00am with Health Department Inspections taking place that morning. Last call is at 5:45pm. Please make sure you have enough product to last the entirety of the event. The event will be held Rain or Shine.

**NO REFUNDS** - This event will take place RAIN or SHINE! Except for SEVERE weather (i.e. lightning, extreme winds, etc.). If the event is canceled prior to the scheduled start time due to severe/inclement weather conditions, a full refund will be granted. If canceled after the event start time due to inclement/severe weather conditions, no refund will be granted.

The Early Registration Deadline is **Wednesday, May 1, 2024** by the close of the business (5:00pm). You must have a One Day Temporary Food Service application processed with the Prince George's County Health Department. Spaces are limited and applications awarded will be based on completed application and A la Carte menu with prices. Please read this vendor application thoroughly for vendor fees and regulations. Applications will be reviewed by the Committee and notification given within ten (10) business days.

**FOR MORE INFORMATION ON FOOD VENDORS PLEASE CONTACT:**

**Amanda Hall – [Amanda.Hall@pgparks.com](mailto:Amanda.Hall@pgparks.com): 301.736.3518**

**Registration fees are to be paid by credit card, cash, and or money order – made out to M-NCPPC. Personal Checks will not be accepted.** The Beltway BBQ Showdown Committee will not be responsible for loss beyond our control. All vendors MUST have a “Liability Insurance Certificate” with a minimum coverage of \$1,000,000. The insurance certificate must read as follows:

**Additional Certificate Holder:**

**Maryland-National Capital Park and Planning Commission  
6611 Kenilworth Avenue, Riverdale, Maryland 20737**

The insurance certificate is due at the time your application is submitted. If the certificate is not provided, your application will not be processed and you will not be permitted to participate in The Beltway BBQ Showdown. The sale and consumption of alcohol is strictly prohibited. *All food 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.

**VENDOR FEES: Sold per Space**

Vending spaces will be 12’ x 12’ in size. Vendors with food trailers will be charged an additional \$100.00. There will be a safety area of 3’ between each vendor. Due to the large amount of trash generated during the event a **\$75 refundable check trash deposit** will be collected the day of the event. This deposit will be returned upon successful exit inspection of the vendor’s space. Each vendor is responsible for the removal of their trash to an appropriate receptacle on the park grounds and should vacate the park by 7:00pm. The Prince George’s County Health Department requires that every food vendor obtain a permit for the preparation and distribution of food. These permits will be the vendors’ responsibility. This is a separate fee, that must be submitted directly to the Health Department along with their permit application. The permit application can be found on the [Health Department’s website](#).

**Resident Food Vendors** *(Prince George’s or Montgomery County)*

- \$225 – Prior to May 1<sup>st</sup>
- \$250 – After May 1<sup>st</sup>
- \$75 Refundable Trash Deposit needs to be included

**Non-Resident Food Vendors**

- \$293 – Prior to May 1<sup>st</sup>
- \$325 – After May 1<sup>st</sup>
- \$75 Refundable Trash Deposit needs to be included

**\*On-site food inspection will be held morning of event by the Health Department**

# RULES & REGULATIONS

## ALL FOOD VENDORS - Set-up is 7:00 am / Teardown 6:00pm

All Vendors Must:

- Enter and Exit through the marked Vendor Entrance/Exit
- 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 their own flame-retardant tent, tables and chairs
- Have M-NCPPC wrist bands for all members of the team working during the event
  - M-NCPPC will provide all food vendors with a **maximum of 5** wrist bands with their registration
    - *Vendors must purchase additional wristbands if needed*
- Have prices posted for public view
- Provide own electricity and water
- Have a permanent sales tax account
- Park cars in designated vendor parking spaces
  - *(1 Vendor Parking Pass provided, additional vehicles will need to park in general admin parking)*
- Due to Live Entertainment occurring on the grounds, no individual music can be played at your site

### **ALL VENDORS MUST STAY IN ASSIGNED SPACE TILL 6:00pm**

- Spaces will be first come, first served based off what is available - changing spaces during the event is prohibited

### **VENDORS WILL NOT BE ALLOWED TO SET-UP AFTER 11:00am**

- Registration fees are non-refundable, in the event of tardiness or no-shows

### **Friendly Reminders for all Food Vendors:**

- All Vendors must have their own fire extinguisher & tent/truck/booth
- All Vendors must have a Day Permit from the Prince George's County Health Department
- No food items should be placed on the ground
- No person handling money, should be handling food
- All persons handling food must wear hairnets at all times
- All food handlers must wear gloves
- Gas grills are recommended & must be placed at the rear of the vending space to avoid injury to the public

All non-vendor cars must be parked in the designated vendor parking area, not behind your vending tent. For safety of our patrons, you cannot leave before **6:00 pm**. Vendors should clear the grounds by **7:00 pm**

Last call to sell food at **5:45 pm!**

# The Beltway BBQ Showdown

## 2024 Participation Agreement/Application



### FOOD VENDOR CHECKLIST

- \_\_\_ Food Vendor Fee
- \_\_\_ Circle One: Resident *(Prince George or Montgomery)* / Non-Resident
- \_\_\_ Trash Deposit (\$75.00 check - refundable after passing exit inspection)
- \_\_\_ Certificate of Insurance with General Liability Insurance (\$1,000,000 minimum):
- \_\_\_ Certificate of Insurance listing an Additional Certificate Holder:

**Maryland-National Capital Park and Planning Commission**  
**6611 Kenilworth Avenue, Riverdale, Maryland 20737**

- \_\_\_ Health Department Application: [Online Permit link](#)
- \_\_\_ Copy of a La Carte Menu w/ Food Prices
- \_\_\_ Liability Wavier
- \_\_\_ Copy of Driver's License
- \_\_\_ Participation Agreement/Application
- \_\_\_ Payment (Credit Card, Cash or Money order payable to M-NCPPC)

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

**Contact Person and Address:** \_\_\_\_\_

**Telephone (Work):** \_\_\_\_\_ **(Cell):** \_\_\_\_\_

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

## Food Menu

Description and price of good items for sale. A-La-Carte Menu Only

ITEM	PRICE	ITEM	PRICE	ITEM	PRICE



# LIABILITY WAIVER

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

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 been given permission by The Maryland - National Capital Park and Planning Commission (M-NCPPC) to participate in the Beltway BBQ Showdown as a food vendor.

I acknowledge, accept and agree that the M-NCPPC is providing space and/or facilities for me to set up a food vendor 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 vendor at Beltway BBQ Showdown. I HEREBY INDEMNIFY, RELEASE AND HOLD HARMLESS M-NCPPC, the Department of Parks and Recreation, Prince George's County, 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, the Department of Parks and Recreation, Prince George's County, 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 / Print Name**

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

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

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

SUBMIT TO:

Beltway BBQ Showdown Food Vendor  
Suitland Community Center  
Attn: Amanda Hall  
5600 Regency Lane, Forestville, MD 20747  
**301-736-3518 - [amanda.hall@pgparks.com](mailto:amanda.hall@pgparks.com)**