

BOWIEFEST 2010

ALLEN POND PARK

SATURDAY, JUNE 5, 2010

*RAIN DATE, SUNDAY, JUNE 6, 2010****

11:00 AM – 6:00 PM

PLEASE KEEP THIS PAGE FOR YOUR INFORMATION

The City of Bowie invites you to participate in **Bowiefest 2010**.

Registration Fees:

Food/Drink:	\$50 non-profit groups \$100 commercial organizations
Games & Raffles: (Non-Profit ONLY)	\$25
Information Booths (Non-Profit ONLY)	No Charge

Please Note: All Non-Profit applicants must submit proof of non-profit status with their application.

Registration Deadline:

Early Bird*: Friday, March 19, 2010 at Bowie City Hall Room #203

Final Deadline: Friday, April 16, 2010 at Bowie City Hall Room #203

Applications received after the deadline will be considered on an as needed basis.

Rules and Regulations:

1. Vendor Priority is as follows (*subject to Early Bird guidelines listed on the reverse of this page*):
 - o Bowie Non-Profit Organizations
 - o Non-Bowie Non-Profit Organizations
 - o Bowie Commercial Organizations
 - o Non-Bowie Commercial Organizations
2. The City has the right to avoid duplications to ensure variety and vendor success. Vendors cannot make changes in menu items without prior approval from the City. *Any request for strolling sales must be approved in advance.*
3. This application does not guarantee vendor participation. Vendors will be selected following the final vendor deadline and at that time, notification of acceptance or denial will be sent via mail**.
4. Vendors will be granted entry to the Festival area at 8:00 AM and set up must be complete no later than 10:30 AM. All vehicles must be removed from the park pathways no later than 10:30 AM.
5. Late arrivals must hand-carry items from the parking lot to their booth space. Please plan to arrive on time.
6. Vendors are required to remain on site until 6:00 PM. Those vendors who leave early will not be invited to return.
7. No vehicle traffic, other than necessary City, Emergency, and approved East Pavilion Stage entertainer vehicles will be permitted on park pathways from 10:30 AM – 6:00 PM.
8. Each vendor is required to provide their own tables, chairs, signs, tents, trash cans, and any additional equipment. **Vendor space is 10 feet by 12 feet. If your booth will not fit into these dimensions, you must request and pay for additional booth space.** Payments are required in full at the time of application.
9. Please include any vehicles that you wish to keep at your booth space on the application.
10. Staking of tents is prohibited. Please provide alternate means of securing your tent such as sand bags or water barrels.
11. Information Booths: Please note that it is prohibited to walk around the event and hand out information. Information may be distributed from within your allocated booth space only.

A VENDOR MEETING WILL BE HELD ON TUESDAY, MAY 11, 2010

AT 7:00 PM IN THE MULTI-PURPOSE ROOM AT CITY HALL.

VENDOR PACKETS AND PARKING PASSES WILL BE DISTRIBUTED.

PLEASE PLAN ON ATTENDING OR SENDING A REPRESENTATIVE.

If you have any questions, please contact City Hall at 301-809-3011 Monday-Friday from 8:30 AM-5:00 PM.

Continue on Reverse of Form



NOTES:

- (*) Those groups who participated in Bowiefest 2009 and who meet the Early Bird Registration deadline are given preference of items for sale.
- (**) **Following notification of acceptance to the Festival**, it is the sole responsibility of the selected vendor to acquire the necessary permits required by the Prince George's County Health Department. **Applications must be filed no later than TUESDAY, May 11, 2010 in order to receive the most economical pricing. If you do not have the proper paperwork filed with the County, the Health Inspector will not permit you to participate on the day of the event.**
- (***) A rain date has been instituted for Bowiefest 2010. By submitting an application for Bowiefest, you are agreeing to participate in the regularly scheduled event as well as the rain date if necessary. If it is necessary to utilize the rain date established and you do not participate in the rain date, the City WILL NOT refund your vendor fees.

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REMINDER! MARK YOUR CALENDAR!

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AT 7:00 PM IN THE MULTI-PURPOSE ROOM AT CITY HALL.**

**VENDOR PACKETS AND PARKING PASSES WILL BE DISTRIBUTED.
PLEASE PLAN ON ATTENDING OR SENDING A REPRESENTATIVE.**

VENDOR APPLICATION FORM BOWIEFEST 2010

Saturday, June 5, 2010

RAIN DATE, SUNDAY, JUNE 6, 2010

EARLY BIRD APPLICATION DEADLINE FRIDAY, MARCH 19, 2010

FINAL DEADLINE FRIDAY, APRIL 16, 2010

Please Print Legibly

ORGANIZATION NAME: _____

ORGANIZATION ADDRESS: _____

CITY/STATE/ZIP: _____

Please check the appropriate classification and include payment in the form of check, certified check, or money order.

INFORMATION BOOTH

(Non-Profit Vendors Only)

_____ No Charge

FOOD/NON-ALCOHOLIC BEVERAGES

_____ Non-Profit \$50

_____ Commercial \$100

\$_____ Total Enclosed

GAMES/RAFFLES

(Non-Profit Vendors Only)

_____ \$25

TOTAL NUMBER OF BOOTHS

REQUESTED: (size is 10'x12'- please note regulations listed on accompanying fact sheet)

CONTACT PERSON: _____

CONTACT PERSON ADDRESS (if different than above): _____

CITY/STATE/ZIP: _____

PHONE: Work _____ Home: _____

EMAIL ADDRESS: _____

FOOD/NON-ALCOHOLIC BEVERAGES: On the lines below describe the types of food and beverages you would like to offer at the event. Please note that if we receive multiple requests to serve the same type of foods, the City reserves the right to modify your food and beverage request. Please list and number your items in order of preference.

GAMES/RAFFLES OR INFORMATION: On the lines below describe the information, games or raffle you would like to make available at the event. (Please note regulations on accompanying fact sheet)

It is the responsibility of the vendor to obtain a valid Prince George's Health Department Permit.

Please list the number and size of vehicles that you request to keep at your booth: _____

A limited number of electrical outlets are available. Do you require electricity?: YES NO

If yes, how many 110v outlets? _____ Will you be using a generator to supply your own power? YES NO

MAKE CHECKS PAYABLE TO:
and MAIL CHECKS TO:

CITY OF BOWIE
BOWIE CITY HALL
2614 KENHILL DRIVE
BOWIE, MD 20715
ATTN: BOWIEFEST

Continue on Reverse of Form



ALL VENDORS, PLEASE READ AND SIGN

Vendor shall indemnify and hold the City 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 the City or which the City 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. Furthermore, under no circumstances shall the City be liable for any injury to Vendor, including any and all costs and expenses relating in any way to said injury, except where an injury to Vendor shall occur as a direct result of the sole negligence of the City or its agents or employees.

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

Signature

Date

**A vendor meeting will be held on Tuesday, May 11, 2010
at 7:00 PM in the Multi-Purpose Room at City Hall.**

**Please initial here _____ to indicate that you understand
that it is necessary to either attend this meeting or send a representative.**

**If no one from your organization is available to attend, please notify
City Hall (301-809-3011) as soon as possible to make alternative arrangements.**

Additional Information: _____

