

**BOWIEFEST 2023**  
**ALLEN POND PARK**  
**SATURDAY, JUNE 3, 2023**  
**11:00 AM – 6:00 PM**

**PLEASE KEEP THIS PAGE FOR YOUR INFORMATION**

**Registration Fees:** The City of Bowie invites you to participate in **Bowiefest 2023**. Due to the Prince Georges County Permit Fees an additional \$25 per Canopy will be added.

Food/Drink: \$75 non-profit groups, Electricity \$20  
\$150 commercial organizations, Electricity \$20

Arts & Crafts: \$50

Games & Raffles: \$25

(Non-Profit ONLY)

Information Booths: No Charge

(Non-Profit ONLY)

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

**Registration Deadline:** Friday, April 7, 2023

**Rules and Regulations:**

1. Vendor Priority is as Bowie Non-Profit Organizations
  - Non-Bowie Non-Profit Organizations
  - Bowie Commercial Organizations
  - 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 registration 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. Only food vendors may keep one vehicle or trailer at their booth.
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 THURSDAY, MAY 18, 2023**  
**AT 7:00 PM AT THE KENHILL CENTER- 2614 KENHILL DRIVE.**  
**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-4:30 PM.

**PLEASE KEEP THIS PAGE FOR YOUR INFORMATION**

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**REMINDER! MARK YOUR CALENDAR!**

**A VENDOR MEETING WILL BE HELD ON THURSDAY, MAY 18, 2023**

**AT 7:00 PM AT THE KENHILL CENTER**

**2614 KENHILL DRIVE, BOWIE, MD 20715.**

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

**VENDOR APPLICATION FORM**  
**BOWIEFEST 2023**  
Saturday, June 3, 2023  
**REGISTRATION DEADLINE FRIDAY, APRIL 7, 2023**

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

Electricity \$20

**FOOD/NON-ALCOHOLIC  
BEVERAGES**

Non-Profit \$75

Arts & Crafts \$50

Commercial \$150

Electricity - Non Profit \$20

Electricity Commercial \$20

**GAMES/RAFFLES**

(Non-Profit Vendors Only)

**TOTAL NUMBER OF BOOTHS REQUESTED:**

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

**TOTAL NUMBER OF CANOPIES: \$**

(\$25 Per Canopy)

**TOTAL ENCLOSED**

\$

CONTACT PERSON:

CONTACT PERSON ADDRESS *(if different than above)*:

CITY/STATE/ZIP:

PHONE: Work:

Home:

Cell:

E-MAIL ADDRESS:

**FOOD VENDOR VEHICLE** (If you are selling from your vehicle, please give its size:)

WIDTH

LENGTH

**LIST ALL EQUIPMENT USED**

**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 Prince George's County Permit at the Department of Permits, Inspections and Enforcement (DPIE). The DPIE offices are located at 9400 Peppercorn Place, Largo, Maryland 20774.**

**ARTS & CRAFTS INFORMATION:** On the lines below describe the craft items you would like to make available at the event. (Please note regulations on accompanying fact sheet)

All items for sale must be made by the vendor! Vendors with commercial items will be asked to leave the area and will not be welcomed back in the future. Refunds will not be given.

**A limited number of 110v outlets electrical outlets are available at a cost of \$20.**

Do you require electricity? YES NO How many Amps do you need for each piece of your equipment?

List each piece of equipment and the amount of Amps it uses.

Will you be using a generator to supply your own power? YES NO

What size generator?

If YES your generator must be kept far enough away to keep the noise level down. Those generators de

MAKE CHECKS PAYABLE TO: CITY OF BOWIE  
MAIL CHECKS TO: 15901 FRED ROBINSON WAY BOWIE, MD 20716  
ATTN: BOWIEFEST

Or to pay with a credit card you may call the City at 301-809-3011 within 2 business day of submitting your application on line. Calls will be accepted Monday - Friday 9:00 am - 4:00 pm



**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 THURSDAY, May 18, 2023  
at 7:00 PM, at the KENHILL CENTER  
2614 Kenhill Dive Bowie, MD 20715.**

**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: