

Vendors Policies and Rules

1. Food vending space will be outdoors. No water is available at the venue. Vendor must have a way to comply with food handling and safety guidelines issues by Prince George's County. **Generators will not be provided for food vendors. Please provide your own source of electricity.**
2. **The donation amount for food vendors is \$325 and \$275 for moon bounces.**
3. Vendor space will be reserved upon receipt of the completed online vendor application and donation. Payment may only be paid by a major credit card online.
4. Space is limited and spaces are reserved in the order in which vendors complete their application.
5. **FOOD VENDORS:** A list and picture of food items must be emailed to info@CatholicFA.org after your application has been submitted. Some of our vendors may have exclusive rights to sell certain food or beverage products.
MOON BOUNCE VENDORS: A picture of your moon bounce house(s) and fee you will charge each child must be emailed to info@CatholicFA.org after your application has been submitted.
6. **Food vendors may not sell canned or bottle beverages, including water.**
7. **The check-in time for food vendors is between 7:00 a.m. and 9 a.m.** If vendors arrive earlier than 7:00 a.m., they will line up in the parking lot and be admitted onto the venue's grounds in order of arrival.
8. Each vendor must check in with the Vending Coordinator upon arrival at the event.
9. Vendors must have their vehicles completely unloaded and removed from the event site by 9:15 a.m. because the road will be blocked off and be used for pedestrians only. Vendors who arrive after 9:00 a.m. will need to park in the parking lot and carry their vending items to their vending space.
10. The Event will take place rain or shine. Vendors' spaces will remain outdoors. Please be prepared if inclement weather is predicted. No shelter will be provided for vendors. No refunds will be given due to the weather.
11. **All Food vendors will need to purchase a one-day special event health department permit. Please call (301) 883- 7690 for information. A copy of the permit must be emailed to us by July 1st. Permits also need to be posted on the day of the event. The fee for this permit is substantially less if your application is received by the Health Department at least 14 days prior to the event.**
12. **Vendors are required to provide a copy of a certificate of insurance in the company's name up to a \$1,000,000.00 per occurrence under general liability.**
13. Food vendors are expected to take extra care in the handling and disposing of fluids such as oil so as not to damage the surface of the venue's grounds. Vendors are also responsible for cleaning the area outside of their assigned vendor space at the end of the Event.

Payment for the vendor fee must accompany the vendor application. Payment must be made by credit card online. No refunds will be given. All donations that are paid are tax-deductible. There will be no on-site registration. A confirmation of your application will be sent to you prior to the Event. Please bring the confirmation with you on the day of the Event. Vendor application acceptance will be at the discretion of the Event Committee. Please note: **Playing loud music is not allowed at vendor locations.**

Financial Assistance for Catholic Education, Inc. reserves the right to remove any vendor without compensation who does not comply with any of these policies and procedures, the policies of Largo High School, and/or who is disruptive or behaves in an unbecoming manner.

For additional vending information, contact the Event Vendor Coordinator at (301) 778-7644 or via email at info@CatholicFA.org.