



ATTENTION CRAFTERS, COMMUNITY BUSINESSES  
& INFORMATION, PRODUCT VENDORS and FOOD TRUCKS

Announcing the 32nd ANNUAL BURTONSVILLE DAY CELEBRATION  
SATURDAY, SEPTEMBER 23, 2023

THIS IS AN OUTDOOR EVENT  
(Rain or Shine)

You are cordially invited to apply as a vendor or food truck service to the Burtonsville Day Celebration craft fair and vendor exhibits. The Burtonsville Day Celebration is being held in cooperation with the Montgomery County Department of Recreation at the Marilyn J. Praisner Community Recreation Center (formerly the Fairland Recreation Center), located at 14906 Old Columbia Pike, Burtonsville, Maryland 20866. The festival is open to the public from 10:00 AM to 3:00 PM. Traditionally, a large crowd attends and this is an excellent opportunity to reach residents from the Burtonsville, Cloverly, Colesville, Fairland, Briggs Chaney and White Oak communities.

Spaces are the size of actual parking spaces for cars. A single booth space costs \$25.00 (paper check) or \$26.50 (online payment) and is approximately 10' wide x 17' deep. Overflow spaces will be along the ball field parking lot. Please see attached list of vendor regulations. Only one business per booth space please! Food Truck spaces are available for \$300 per space. Web site payments via PayPal or credit cards will have a transaction surcharge tacked on.

Applications and fees will be accepted on a first come, first served basis. To apply, complete the registration form and mail it along with your check to our address:

**Burtonsville Day Celebration, PO Box 135, Burtonsville, MD 20866.**

Applications can be obtained online at [www.burtonsvilleday.org](http://www.burtonsvilleday.org)

You will be notified when your application is accepted based on the attached criteria and generally on a first-come, first served basis. The deadline to apply is September 2nd, but we encourage you to register early as spaces fill quickly. We sincerely hope you will be able to join us.

### 32nd Annual Burtonsville Day Celebration Vendor & Food Truck Regulations

Please read carefully. If you have questions, please contact us at [info@burtonsvilleday.org](mailto:info@burtonsvilleday.org)

1. Individual Crafters generally sell handmade items. This may include licensed packaged food items, such as vinegars, mixes, but not "open consumable" items, such as hot dogs, sodas, etc.
2. Commercial Crafters/Products: Wholesale and import items generally not hand-crafted for re-sale.
3. Professional/Commercial Organizations and Services, including all for-profit services and products such as medical professionals, real estate businesses, etc.
4. \*Consumable food vendors are not eligible. All consumable food will be sold only by licensed food trucks.
5. Alcoholic beverages or tobacco products may not be sold or consumed on Park or Recreation Center property.
6. **Due to COVID and variant health concerns participants are required to provide their own table, chairs, umbrella or other shade/shelter covering. None will be provided at the event.**
7. **Silly String products are strictly prohibited.**

Hint: Items which have been successful in the past include potted plants, home decorating and children's items and those products which sell in the \$1 to \$20.00 range. *This is only a suggestion and not a condition of your application or a guarantee of success.*

#### *Application Process:*

1. Please complete the application form and mail with your check made payable to "Burtonsville Day Celebration, Inc." Credit cards are not accepted. The mailing address is: Burtonsville Day Celebration, PO Box 135, Burtonsville, MD 20866.
2. There is a \$25.00 "bad check" collection fee for returned checks.
3. Applications will be dated as they are received. This is a first-come, first served placement process. The committee will allow multiple vendors of the same or similar products. The Burtonsville Day Committee reserves the right to refuse vendors or vendor products, if deemed inappropriate, such as obscene or offensive products or any products harmful to the public, or consumer or those products prohibited by the MNCPPC for sale on Park property.
4. A review committee will determine if your application is accepted and notify you.
5. You will be notified of acceptance or refusal. You will receive a space assignment, confirmation of space size, unloading/loading pass and further instructions by e-mail (**please ensure that we have your correct contact email address.**)

#### *Requirements:*

1. There will be no priority placements, although we process applications in the order

received. Space assignments will be made in accordance with the committee's review and determination for best placement to minimize competition of vendors (similar items next to each other). Acceptance or denial of applications is to ensure a variety of products and services to the public and for maximum appeal of the craft fair.

2. At the time your application is received, if the vendor spaces are filled, a waiting list will be maintained in the event of late notice cancellations. Food trucks spaces are limited and will be provided on first-come first-served basis and assigned to specific places
3. **Participants are required to provide their own table, chairs, umbrella or other shade/shelter covering.** Set up is on a black topped surface in the parking lot of the community center, or park. Umbrellas should have a weighted base. Canopies may not intrude into adjoining spaces. Tables should be covered in the front for maximum appeal. All set up must fit within the vendor space. Single spaces are approximately will accommodate a 10' X 10' or lesser dimension tent or canopy. Some spaces will have another vendor placed directly behind. Some spaces may be end of row sites or in a single row. Overflow spaces will be along the ball field parking lot. There is no vehicle parking in the vendor space.
4. The craft fair portion of the festival is scheduled to be held rain or shine; however, if severe weather occurs, the outdoor activities may be postponed or cancelled. Lightning, for example, is considered severe weather. Be prepared to cover your tables with plastic sheeting in the event of rain.
5. Vendors may begin set-up at 8:00 am and set up must be complete by 9:45 am. Each table must be attended by the applicant or designee throughout the day. Vendors must stay until 2:30 pm. Clean up may begin at 3:00 pm. NOTE: Old Columbia Pike will be closed to all vehicle traffic starting at approximately 9:45 am for the parade. Food truck must be parked in their assigned spaces prior to road closing at 9:30 am and stay until 2:30 pm. You will not have access in or out during the parade.
6. Vendors and food trucks are responsible for clean-up of individual spaces. All trash must be moved to appropriate receptacles. Cardboard, cans and bottles must be recycled in appropriate receptacles. *Vendors and food trucks* should bring trash bags to remove trash.
7. No electricity or water is provided or allowed.
8. Battery operated radios, televisions and other devices may not intrude on adjoining vendors. The craft fair manager reserves the right to prohibit use of these and any other appliances or devices.
9. The location is the joint property of the Maryland National Capital Park and Planning Commission and Montgomery County and is subject to all rules, laws and policies of the MNCPPC and the Montgomery County Department of Recreation. Alcohol, tobacco and other illegal substances are prohibited. Illegal parking and activities will be subject to fines and/or arrest by Park Police enforcement.
10. Personal parking must be in approved spaces - limit one car per application. Handicapped parking must be by license or tag.

11. Vendors selling products and food trucks must have a Maryland State Retail tax number. If you require a temporary license, call the Comptroller of Maryland, Retail Sales Tax Division at Wheaton office: 301-949-6030 or register online at [www.marylandtaxes.com](http://www.marylandtaxes.com). We are required to report all vendors without a license to the State of Maryland.
12. If you are selling food products, such as herb mixes, you must contact the Department of Health and Human Services, Licensure and Regulatory Services at 240-777-3986 for information on licenses and other requirements.

*Refund Policy:*

1. If your application is denied, you will receive your original "voided" check returned in the mail. Do not send money orders as you may not be able to get a refund from the issuer.
2. You will receive a full refund if the event is cancelled by the Event Manager due to national, regional or local emergencies.
3. There are no refunds under any other circumstances, including bad weather.
4. All other conditions for refund will be at the discretion of the event manager and committee.

*Limits of Liability and prohibited items:*

1. The Burtonsville Day Celebration, Inc., Montgomery County Department of Recreation, and MNCPPC are not responsible for lost or stolen items. Each vendor or exhibitor is responsible for the security of their own money collected. Please ensure that you have a locked cash box or other security device to protect your money. You may want to consider having someone attend for part of the day so that you may leave your booth for food and rest room breaks. Do not bring personal items, such as purses. Do not leave your booth unattended. Secure your vehicles. Vendors should have change available to accommodate large bills.
2. You are responsible for any loss, personal injury, death and other damage that may be done or suffered by reason of your negligence. You must indemnify and save harmless Montgomery County Government, Maryland National Capital Park and Planning and Burtonsville Day, Inc from any loss, cost, damage and other expenses due to your negligence. Your application form, including a statement of this waiver must be signed.
3. Prohibited items include, but are not limited to:
  - Tobacco products
  - Alcoholic beverages
  - Drugs
  - Silly string
  - Unwrapped food items, except those authorized by permit
  - Lewd or offensive paraphernaliaThe craft fair committee reserves the right to ask a vendor to leave the premises or remove products.
4. Parking is limited. You must park only in authorized areas of the park. Cars parked in unauthorized areas will be towed by Park Police.

**VENDOR APPLICATIONS MUST BE RECEIVED BY SEPTEMBER 1<sup>st</sup>**  
**FOOD TRUCK APPLICATIONS MUST BE RECEIVED BY AUGUST 25<sup>nd</sup>**  
**NO WALK-IN OR LATE APPLICATIONS WILL BE ACCEPTED.**

32nd Annual Burtonsville Day Celebration Vendor and Food Truck Application  
(Please print legibly)

Vendor/Exhibitor/Food Truck Name \_\_\_\_\_

Contact person \_\_\_\_\_

Phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Repeat E-mail address \_\_\_\_\_ (Notification will be by mail)

Check applicable item below:

\_\_\_\_ I am applying for \_\_\_\_ vendor space(s) @ \$25 per space (paper check) or \$26.50 (online payment).

\_\_\_\_ I am applying for a food truck space @ \$300 per space.

Please describe what you would like to do or sell:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is important that you accurately list your items in order to minimize placement of your booth next to a booth selling similar items.

Sales tax # \_\_\_\_\_\*

- I am applying for a one-day license and will provide the retail sales tax ~~##~~ on the day of the craft fair.

Please read carefully and sign below:

I agree to abide by the rules and regulations of the Burtonsville Day Celebration. I understand that I and all my designees participating in the craft fair are responsible for any loss, personal injury, death and any other damage that may be done or suffered by reason of mine or their negligence. I agree to indemnify and save harmless Montgomery County Government, Maryland National Capital Park and Planning Commission, and the Burtonsville Day Committee, Inc. from any loss, cost, damage and other expenses suffered or incurred by my negligence. I consent to the Committee's or County's use of photographs or video tapes to be used in the promotion of the Burtonsville Day Celebration, Inc.

I have read and understood the above statement \_\_\_\_\_

Signature of Applicant

Date

For committee use:

Date Received \_\_\_\_\_ Amt. Encl \_\_\_\_\_ Accepted \_\_\_\_\_ Declined \_\_\_\_\_