

## Application Terms

Please review the guidelines on this and the next page, then submit an application form online at <https://hyattsvilleartsfestival.com/?p=6105> (a print-copy is also attached to this packet)

**Food Vendor Packet:** Please complete and return the attached materials, along with Festival Participation Fee of \$250 (check or by PayPal, no later than Friday, August 19th by 6pm) **-If accepted, you will be invoiced the Festival Participation Fee of \$250 by and payable to Hyattsville CDC.**

- 1) Festival Participation Agreement (signature needed)
- 2) Certificate of General Liability Insurance Forms (print or electronic copy needed)\*\*
- 3) Prince George's County DPIE Permit (provide proof of food-service permit; or apply via DPIE 1-day Temporary Food Service Facility Permit Application)\*\*\*
- 4) Festival Promotion Fliers and Online Guide, FAQ

\* Food Vendors, please inform festival staff of your next event in order that the staff can taste-test (preferably no later than August 5th) items from your menu. Note, for open-flame tent vending, **tents must be NFPA-701 compliant**, with an on-site fire extinguisher. Tent must be at least 10'x10'; if larger, please specify in application.

\*\*All Food Vendors must provide a Certificate of Insurance - \$1 million dollars coverage of property damage and bodily coverage naming "Hyattsville Community Development Corporation". **This must be provided to Festival staff no later than Friday, September 9<sup>th</sup>, 2022.**

\*\*\* Mobile Units (Food Trucks) that have been inspected and approved by the Prince George's County Health Department can provide a Mobile Food-Service Facility Permit issued by the Health Department to operate at the festival (please note that a food service facility permit is for a commercial kitchen).

Or

Food Vendors can apply for a Temporary Food Service Facility Permit for the single day event – **fee is \$131.25 total.**

The permit is issued by the Health Department but the application and payment are submitted to: [Prince George's County Department of Health and the Department of Inspections, Permitting and Enforcement](http://dpiepermits.princegeorgescountymd.gov/) (DPIE); online at <http://dpiepermits.princegeorgescountymd.gov/>

A printed copy of the [application](#) is attached within this Food Vendor Packet. Alternatively, you may also apply

See Next Page

## Festival Rules & Regulations

1. Food Vendors are required to meet all requirements set forth by the Prince George's County Fire Marshal and Department of Health standards, including Tent **NFPA-701 compliance**.
2. Food Vendors are prohibited from selling and/or distributing alcoholic beverages during the Festival.
3. Food Vendors will be assigned a designated time to arrive and depart, and are to follow signs and direction for load-in and load-out. Food Vendors will be assigned a designated location at the venue and must arrive at call time to guarantee access to location. You must maintain a clean working space at all times during the Festival.
4. Sales must begin at 12:00pm (noon) and cease by 6:00pm. Cleaning/take-down is recommended at 5:45pm. Food Vendors must vacate the festival venue no later than 7:00pm. Any special needs or requests must be received by Festival organizers by Monday, September 5th, 2022. (Please note that we may not be able to accommodate all requests).
5. Food Vendor is responsible for clean-up of entry area to tent/space. All Food Vendors must provide a trash receptacle with trash bags for customers. Festival volunteers and staff will periodically dispose of trash at designated on-site dumpsters.
6. Food Vendors must request permission and access for generators, electrical or water by no later than Monday, September 5<sup>th</sup>, 2022. Requests will impact designated location.
7. Food Vendors are responsible to provide and handle their own grease in bins.
8. Food Vendor is responsible to provide own ice, water, on-site fire extinguisher, etc.
9. Food Vendors are prohibited from distributing or selling visual artwork, crafts or inedible wholesale commercial goods.
10. Food Tent Vendors must provide their own tent. Tent appearance must be pre-approved by staff. Food Tent Vendor may not significantly expand any decoration or materials beyond the vicinity of the covered tent.
11. Food Truck Vendors with attached canopies may not expand into the street beyond 3'. Trucks must be located at least 5' from any tents.

### The Festival Organizer:

1. Does not guarantee access to electrical or water access.
2. Is responsible for trash pick-up throughout the general festival area during and after the Festival. Receptacles for trash and recycling are located nearby. Food Vendors are responsible to dispose of trash at designated on-site dumpsters.
3. Has arranged for customers' access to portable restrooms and wash stations near food areas. This Festival will be held rain or shine.

Questions? Call Stuart Eisenberg at the Hyattsville CDC

(301) 683-8267 or e-mail

[festival@hyattsvillecdc.org](mailto:festival@hyattsvillecdc.org)

# Hyattsville CDC

## FESTIVAL FOOD VENDOR AGREEMENT

This Agreement dated \_\_\_/\_\_\_/22, is by and between The Hyattsville Community Development Corporation (hereinafter referred to as "Sponsoring Organization"), and \_\_\_\_\_ (hereinafter referred to as "Food Vendor"). In consideration of the mutual covenants herein contained, the parties agree as follows:

### I. EXHIBITION/VENDING

Food Vendor agrees to provide food goods/services consisting of \_\_\_\_\_ (cuisine) at the Downtown Hyattsville Arts Festival, located in Downtown Hyattsville, at nearest street address of 4310 Gallatin Street, Hyattsville, Maryland, 20781 (spanning the 4200-4300 block of Gallatin Street, Farragut Street, and the adjoining Church Alley and City Lots); on September 17, 2022. Food Vendor agrees to be open-to-the-public for event beginning at 12:00 PM until 6:00 PM.

### II. OBLIGATIONS

In support of the above-stated vending, Sponsoring Organization agrees to provide to Food Vendor:

- A. Sponsoring Organization will provide allocated space on parking lot or street for Vendor- provided tent. Tent size is \_\_\_\_\_ (typically 10'x10' unless stated otherwise as food truck).
- B. Food Vendor agrees to provide to Sponsoring Organization a \$250.00 participation fee, and a written list of any technical requests, which shall be attached to this agreement as a technical rider.
- C. Except as provided and agreed to in the technical rider referred to above, Sponsoring Organization shall provide back-of-house, front-of-house and technical staff adequate, in its sole opinion, for the proper conduct and presentation of this event.

### III. EVENT MANAGEMENT

A. Sponsoring Organization shall be solely responsible for the management of this event including advertising and promotion, audience control. Sponsoring Organization reserves the right to make announcements regarding fire and safety regulations before, during, and after the event; and to interrupt performances and the festival should it for any reason deem such action necessary.

B. Food Vendor agrees that all Food Vendor's personnel, employees, guests, and agents shall abide by all applicable government laws, codes, regulations, and conveyed event guidelines. Food Vendor agrees to attached conditions as described in "Festival Rules & Regulations."

C. Food Vendor is responsible to secure and maintain all vending-related and personal property, and to promptly notify Sponsoring Organization of any instances of theft or vandalism witnessed or experienced.

### IV. NON-PERFORMANCE NOT A DEFAULT

A. Neither Food Vendor nor Sponsoring Organization shall be liable for failure to appear, present, or perform if such a failure is caused by or due to labor difficulties, civil tumult, strike, epidemic, acts of nature, or any cause beyond the control of Food Vendor or Sponsoring Organization.

B. Normal weather events which do not pose imminent danger to festival, staff exhibitors, performers or guests will not result in cancelation of the event and are excluded from the acts of nature clause under section IV.A.

C. In the event of Food Vendor Cancellation no booth fee refunds can be provided.

## V. INDEMNIFICATION AND LIABILITY

A. Food Vendor shall defend, indemnify and hold Sponsoring Organization, its officers, employees and agents against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Food Vendor its officers, agents or employees.

B. Food Vendor shall defend, indemnify and hold harmless Sponsoring Organization, its officers, agents and employees, against all claims, demands, costs and expenses that Sponsoring Organization may sustain or incur by reason of any infringement or violation, or any alleged infringement or violation, of any copyright or proprietary right in the exhibition defined herein above, or of any portion or portions thereof, Food Vendor shall pay any and all royalties required on copyrighted material. Sponsoring Organization, its officers, agents and employees shall be held free of all liabilities there from.

C. If requested, representatives of the Food Vendor and Sponsoring Organization shall tour the facility prior to the event and immediately following the festival to determine any event-related damage to the festival site or any leased equipment provided by the Sponsoring Organization. Any and all such damage shall be the responsibility of Food Vendor which shall pay the cost of repair within thirty days after receipt of an itemized bill from Sponsoring Organization.

### FOOD VENDOR

### SPONSORING ORGANIZATION

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: : \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: Stuart Eisenberg

Title: Executive Director

Hyattsville CDC

Date: : \_\_\_\_\_

If accepted, you will need to provide a Certificate of General Liability Insurance (\$1 million dollars coverage of property damage and bodily coverage). Please attach to this sheet.

If accepted, you must include “Hyattsville Community Development Corporation” as a rider on your certificate, due no later than Thursday, September 8<sup>th</sup>. The information is:

Hyattsville Community Development Corporation  
4314 Farragut Street  
Hyattsville, MD 20781

Stuart Eisenberg  
[eisenberg@hyattsvillecdc.org](mailto:eisenberg@hyattsvillecdc.org)  
(301) 683-8267



## Prince George's County Food Protection and Policy Program

### How to apply for a Temporary Food Permit

1. Complete form EH-FP-003a Temporary Event Food Service Facility Permit Application. It is important that you fill in every section of the application as completely as possible.
2. The completed form should be submitted to the Department of Permitting Inspections and Enforcement (DPIE) Licensing Center with payment in person or by mail.
  - Applications should be submitted two weeks in advance. Three business days prior to the event is the deadline for Temporary Food Permit applications. Applications for weekend events will be accepted through noon on Wednesday.
  - The fee for single day events is \$125 plus a 5% technology fee for a total of \$131.25.
  - DPIE business hours for processing applications are 8:00 a.m. - 3:00 p.m. Monday, Tuesday, Thursday, Friday and 9:00 a.m. – 3:00 p.m. on Wednesday.
  - If you are mailing your application and payment you should allow at least 10 days for the application to reach DPIE via regular mail. Overnight mail may take up to 3 days.
  - If you are a non-profit requesting a fee waiver you must include a copy of documentation such as a 501c3 that shows your non-profit status.
  - The Food Program does not issue Temporary Food Services licenses for private events at county facilities such as the Prince Georges County Ballroom or Montpelier Mansion.

### What happens next?

- Unless you are a frequent food vendor in Prince George's County an inspector will contact you by phone or e-mail within one week of the date of your event. The inspector will ask questions to better understand your proposed food service, confirm that you are aware of food safety practices and have received the temporary event checklist.
- At most temporary events, inspections are conducted as food vendors complete their setups to ensure all food vendors have the means to comply with state and local regulations. The inspector will give each vendor their permit once a satisfactory inspection has been completed. At some events inspections will be conducted during the event while the vendors are serving food. In these cases, the temporary permit may be sent to you in advance. If your permit was issued in advance and you fail to meet the food safety requirements your permit will be revoked.
- When operating under a Temporary Food Service Permit you should always be prepared for an inspection. If you do not understand some of the requirements on the temporary event checklist or whether they apply to your operation you should call the Food Program before the event for clarification.
- **Food vendors serving food without first obtaining a permit are subject to a \$300 fine.**
- The event organizer will be notified if any vendors have had their permits revoked or of any unlicensed vendors who have been ordered not to serve food.

If you have questions about how to submit the application or whether your application has been received, contact the **DPIE Licensing Center** at **301-883-3840**.

If you have questions about the food safety requirements or your inspection on the day of the event contact the **Food Protection and Policy Program** at **301-883-7690**.

# TEMPORARY FOOD SERVICE FACILITY PERMIT APPLICATION

**PLEASE READ CAREFULLY**

Prince George's County Health Department  
Department of Permitting, Inspections & Enforcement  
9400 Peppercorn Place, Largo, Maryland 20774  
Office 301-883-7690 | TTY/STS Dial 711

INSTRUCTIONS	<p><input type="checkbox"/> Type or print. All blanks must be filled in, if applicable, and the application must be signed.</p> <p><input type="checkbox"/> Applications must be submitted a minimum of <b>5 business days</b> prior to the event.</p> <p><input type="checkbox"/> Send the application fee to the address above, in the form of a check or money order made payable to: "Prince George's County."</p> <p>Check type of operation:</p> <p><input type="checkbox"/> <b>Multiple Day Temporary Event \$125 + 5% Technology Fee of \$6.25 for a total of \$131.25 (days must be consecutive)</b></p> <p><input type="checkbox"/> <b>Single Day Temporary Event \$125 + 5% Technology Fee of \$6.25 for a total of \$131.25</b></p> <p><input type="checkbox"/> <b>Multiple Day Temporary Event-Government Sponsored \$75 + 5% Technology Fee of \$3.75 for a total of \$78.75 (days must be consecutive)</b></p> <p><input type="checkbox"/> <b>Single Day Temporary Event-Government Sponsored \$75 + 5% Technology Fee of \$3.75 for a total of \$78.75</b></p> <p><input type="checkbox"/> <b>Non-Profit Organization NO CHARGE (Must submit proof of non-profit status and booth must be staffed by members of the organization).</b></p> <p><input type="checkbox"/> If you need assistance filling out this application, please call 301-883-7690.</p> <p><input type="checkbox"/> <b>OPERATING WITHOUT A HEALTH DEPARTMENT PERMIT IS SUBJECT TO A \$1000.00 FINE.</b></p>			
APPLICANT INFORMATION	Trading Name of Applicant		Applicant Phone Number	
	Name of Applicant		Applicant Cell Phone Number	
	Applicant Mailing Address	Number	Street	Applicant E-mail Address
	City		State	Zip Code
EVENT INFORMATION	Event Name		Event Date	
	Downtown Hyattsville Arts & Ales Festival		9/17/22	
	Event Location		Set-up Time	
Downtown Hyattsville: 4310 Gallatin Street		10 AM		
FOOD PREPARATION	Event Coordinator and Phone #		E-mail Address	
	Stuart Eisenberg, Hyattsville CDC (301) 683-8267		eisenberg@hyattsvillecdc.org	
FOOD PREPARATION	<p><b>Use the following section to describe your food operation. Each section must be completed. In each area CHECK ALL THAT APPLY.</b></p>			
	<p><b>Food at this event will be prepared</b></p> <p><input type="checkbox"/> inside a building <input type="checkbox"/> outside in a truck or cart <input type="checkbox"/> outside under a tent or canopy</p>			
	<p><b>Source of food</b></p> <p><input type="checkbox"/> wholesale store(s) or distributor(s) Name(s): _____</p> <p><input type="checkbox"/> retail store(s) Name(s): _____</p>			
	<p><b>Food will be prepared</b></p> <p><input type="checkbox"/> on-site before or during the event</p> <p><input type="checkbox"/> in the following licensed food service facility (include name and address): _____</p>			
	<p><b>Hot or cold food will be transported to the event</b></p> <p><input type="checkbox"/> in insulated containers <input type="checkbox"/> in coolers with ice <input type="checkbox"/> in a temperature controlled truck or appliance <input type="checkbox"/> Other _____</p> <p><input type="checkbox"/> No food requiring temperature control will be served.</p>			
	<p><b>Cooking equipment used</b> <input type="checkbox"/> no food will be cooked at event</p> <p><input type="checkbox"/> deep fryer <input type="checkbox"/> gas grill <input type="checkbox"/> oven <input type="checkbox"/> rice maker <input type="checkbox"/> stove or burners <input type="checkbox"/> steamer <input type="checkbox"/> Other _____</p>			
	<p><b>Food will be held hot</b> <input type="checkbox"/> on a grill, stove or other cooking device</p> <p><input type="checkbox"/> in chafing dishes <input type="checkbox"/> under a heat lamp or in a warmer <input type="checkbox"/> No food will be kept hot <input type="checkbox"/> Other _____</p>			

<b>PLEASE SIGN</b>	<b>Food will be held cold</b> <input type="checkbox"/> in mechanical refrigeration <input type="checkbox"/> on ice or with ice packs			
	<b>Hand washing sink or station complete with soap in a dispenser and paper towels with a waste basket</b> <input type="checkbox"/> set up prior to any food preparation <input type="checkbox"/> permanent fixtures easily accessible to the food preparation area (indoor events only)			
	<b>Water Supply</b> <input type="checkbox"/> transported to the event in sealed bottles <input type="checkbox"/> supplied from nearby approved spigot or faucet through a food grade hose <input type="checkbox"/> available within this permanent structure served by a public water supply (WSSC)			
	<b>Electrical Supply</b> <input type="checkbox"/> Not using electricity <input type="checkbox"/> supplied by organizer through a plug-in set up <input type="checkbox"/> supplied by vendor using batteries <input type="checkbox"/> supplied by vendor using a generator <input type="checkbox"/> Other electrical source: _____			
	<b>Vegetables and/or fruits will be washed</b> <input type="checkbox"/> at the event in a basin with potable water <input type="checkbox"/> At a food service facility and transported in clean containers <input type="checkbox"/> No fruits or vegetables will be prepared or served			
	<b>Utensils and cutting boards will be washed, rinsed and sanitized</b> <input type="checkbox"/> in a 3 bay sink or in 3 basins at the event <input type="checkbox"/> at a licensed food service facility after the event (multiple sets of utensils required) <input type="checkbox"/> sanitized in a dishwasher <input type="checkbox"/> not applicable (food is prepackaged)			
	<b>Sanitizer to be used for food contact surfaces (TEST STRIPS ARE REQUIRED)</b> <input type="checkbox"/> chlorine bleach <input type="checkbox"/> quaternary ammonia <input type="checkbox"/> iodine			
	<b>Condiments will be supplied to public</b> <input type="checkbox"/> In sanitary dispensers <input type="checkbox"/> in individual packets <input type="checkbox"/> not applicable (no condiments provided to public)			
	<b>Bare hand contact with ready to eat food will be prevented by using</b> <input type="checkbox"/> gloves (non-latex) <input type="checkbox"/> wax paper <input type="checkbox"/> tongs, spatulas or other utensils <input type="checkbox"/> not applicable (food is pre-packaged)			
	<b>Describe how will food temperatures be monitored at the event</b>  			
<b>List Each Menu Item Separately with preparation method: (attach additional sheets if necessary)</b> <div style="display: flex; justify-content: space-between;"> <div style="width: 65%;">           Example: <i>Chicken breast, fried</i> _____            _____            _____            _____            _____            _____         </div> <div style="width: 30%;"> <input type="checkbox"/> raw   <input type="checkbox"/> pre-cooked   <input type="checkbox"/> not applicable  <input type="checkbox"/> raw   <input type="checkbox"/> pre-cooked   <input type="checkbox"/> not applicable  <input type="checkbox"/> raw   <input type="checkbox"/> pre-cooked   <input type="checkbox"/> not applicable  <input type="checkbox"/> raw   <input type="checkbox"/> pre-cooked   <input type="checkbox"/> not applicable  <input type="checkbox"/> raw   <input type="checkbox"/> pre-cooked   <input type="checkbox"/> not applicable  <input type="checkbox"/> raw   <input type="checkbox"/> pre-cooked   <input type="checkbox"/> not applicable         </div> </div>				
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%;">           ♦ <i>I have examined and read the above application and know the same is true and correct, and that in operating a food service facility, I agree to comply with all applicable laws and regulations including, but not limited to, those of the State of Maryland and Prince George's County.</i>            ♦ <i>I understand that falsification of this application may result in the denial, suspension or revocation of the permit.</i> </div> <div style="width: 35%; text-align: right;">           _____  <i>Applicant Signature</i>                      <i>Printed Name of Applicant</i>                      <i>Date</i> </div> </div>				

**Do Not Write Below This Line**

<b>FOR OFFICE USE ONLY</b>	Date Received	Fee Amount Received	Receipt Number	Facility Number
	Date of DPIE Processing	Processed By	Permit Number	Expiration Date
	Date of Health Approval	Approved By	Date Permit Issued	Inspection report Y N





## Temporary and Special Food Service Requirements

### Licensing Requirements:

If you are serving food to the public you must obtain a permit in advance unless your food products qualify as a cottage industry or fall under another exemption. Contact the Food Protection and Policy Program to determine whether you are exempt.

**Food Safety Inspection:** If a temporary food vendor does not meet the requirements outlined below, the Temporary Food Service Permit will be revoked. **Serving food to the public without a Food Service License is subject to a \$1000 fine.**

### Temporary Food Service Set-up and Food Safety Requirements

**Review each of these items carefully to ensure you pass the food safety inspection!**

A hand washing station with warm running water, soap, paper towels and a wastewater collection container must be provided and set up for use before food handling begins. Acceptable setup (see Figure 1): warm water from a dispenser with a hands free spigot such as a coffee urn, and a catch basin; **push button spigots requiring one hand to operate are not allowed.**

Equipment must be able to maintain cold food  $\leq 41^{\circ}\text{F}$  and hot food  $\geq 135^{\circ}\text{F}$ . If hot food falls below  $135^{\circ}\text{F}$  it must be reheated to  $\geq 165^{\circ}\text{F}$ . If there is any possibility that hot food will fall below  $\geq 135^{\circ}\text{F}$  the food vendor must bring equipment capable of quickly reheating the food.

A metal stem thermometer graduated in  $2^{\circ}$  intervals with a range of at least  $0^{\circ}\text{F}$  to  $165^{\circ}\text{F}$  must be provided.

Grills must have lids or be covered by a structure acceptable to the Fire Department.

**All food must be from an approved source.** No home cooked food is allowed. Food may be prepared on-site or at a licensed facility. If food is prepared in advance at a licensed facility then the food vendor must bring a copy of the facility license to the event for review.

Water must be from an approved source and provided in a sanitary manner. **A garden hose is not an approved water source.**

Ice used in beverages must be covered and protected from contamination. Bare hand contact must be prevented by the use of scoops with handles. Ice for beverage must not be used for storage of other food items.

Raw foods must be separated from cooked and ready to eat foods. Different types of raw animal products (fish, meat, chicken) must be stored separately.

A three basin set-up must be available to wash, rinse and sanitize food contact utensils with detergent and an approved sanitizer (e.g. one tablespoon bleach in a gallon of water). **Test strips for your sanitizer must be available.** As an alternative to the three basin system, multiple sets of clean utensils may be provided by a licensed facility.

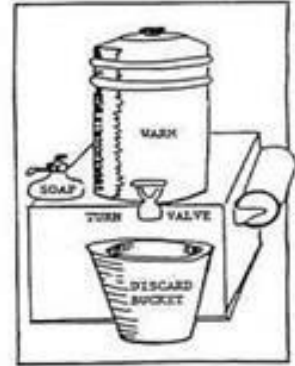
All food storage, utensil washing, and preparation areas must be protected from overhead contamination by a tent or canopy. All food, food containers and single service items such as napkins, straws and take out containers must be stored off the ground and protected from contamination at all times.

Mechanical ice grinders must be used for snowballs. No hand shaving or crushing of ice is allowed.

All wastewater from hand washing, cleaning and melted ice must be discarded properly. Consult with the event organizer for a proper disposal method. **Wastewater must not be dumped directly on the ground or in storm drains.**

Adequate trash containers and toilet facilities must be provided to employees and customers.

Figure 1:

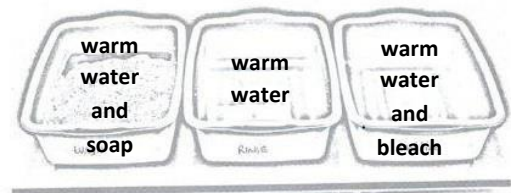


*Hand washing equipment required.*

### Additional Requirements for Multiple-Day Events:

- ☐ Mechanical refrigeration or dry ice is required for overnight storage. The equipment and materials used must be adequate to maintain cold food  $< 41$  degrees for the entire time it is stored.
- ☐ Items stored overnight must be secured from intentional contamination and protected from pests.

Figure 2: Wash, Rinse and Sanitize Basins



Promotional Fliers will be available soon.

Stay tuned to <http://www.hyattsvillearts.com> for the latest online graphic and print fliers.