



P.O. Box 267, Laurel, MD 20725-0267

Phone: 301-725-5306 ext. 444

E-mail: www.Laurel4thofJulyCommittee@laurel.md.us

Web Site: www.laurel.md.us/laurelfourth/

The Laurel Citizens' Police Academy Alumni Association

The City of Laurel's 4th of July Committee

Are Proudly Presenting

Laurel's First Annual Lawn Mower Race

And Mason Dixon Pod Chili Cook-Off!



September 19, 2009

Cypress Field, 7901 Cypress St., Laurel, MD 20707

Vendor Application Form and Information Letter

Welcome to the First Annual Lawn Mower Race and Mason Dixon Pod Chili Cook-Off presented by The Laurel Citizens' Police Academy Alumni Association and The City of Laurel's Fourth of July Committee. We are excited about this event and we are working diligently to make this event a memorable one for all. We thank you for your interest and hope to see you Saturday, September 19, 2009.

You are receiving this information because you indicated an interest to participate. As a vendor, you should be aware that the site for this event is an athletic field. It has no amenities. Accordingly, you must be totally self-sufficient. Secondly, the lawn mower race events run rain or shine and so do we. Be prepared for inclement weather.

A Word about Traffic Control: We will have Laurel City Police and Auxiliary Officers and their volunteers positioned to facilitate and control vehicle movement. Volunteers will be wearing distinctive, reflective vests. The gate will open at 8 AM for vendors and competitors alike. We ask for your cooperation when being directed. Race competitors will enter the athletic field upon arrival. Vendors will report to The Robert J. DiPietro Community Center parking lot for processing, including a documentation check. Here you will also be issued event identification to allow you to move freely during the day. The Community Center is located adjacent to the athletic field.

A Word about Vehicle Parking: On site vehicle parking on the field for vendors will not be permitted. Parking is available on Laurel Lakes Avenue or Mulberry Street. Please do not park in adjacent townhome or residential communities. From the hours of 8AM to 11AM, The Robert J. DiPietro Community center parking lot will be closed to the general public for vendor processing. If you have a need to park your vehicle on the athletic field, please provide justification on the Vendor Application Form (attached). You will be notified by separate mail if you will be permitted to park on the field. Handicap parking will be available on Cypress Street adjacent to the field. Those intending to use the handicap parking area must have state issued plaque or license plates.

Fees: Fees are determined by the amount of area you require and are set as follows: a minimum of a 10X10 (feet) footprint is \$300.00 while a 10X20 (feet) footprint is \$500.00. We understand variances in your requirements may occur. However, if you exceed the minimum space requirement (10X10), you must elect a 10X20 allocation. If you need a larger site, please specify your need on the Vendor Application Form for a quote. If you have special needs, they must be clearly addressed in advance on the attached Vendor Application Form. We will notify you by separate mail regarding your request and any additional fees that may be required.

Arrival and Departure: The gate will open at 8AM for competitors and vendors. Vendors must first report to The Robert J. DiPietro Community Center parking lot for processing and numeric assignment. This number determines your site location. Note: There is only one gate to the athletic field for both pedestrians and vehicle traffic. We ask that you plan to arrive early and do so no later than 10AM. If you arrive after 10 AM, do not expect to be permitted access to the athletic field. You will be turned away and your fees will be forfeited. Generally, early departures will not be permitted. Following the event's conclusion, we will continue similar traffic flow procedures. We ask that you please follow the directions of the officers or volunteers positioned to facilitate traffic flow entering/exiting and on the athletic field. Please exercise extreme caution and be aware of pedestrians. The gate for spectators will open at 10:30 AM.

Vehicle Movement on the Athletic Field: For arrival and set up, we ask that you do not attempt to back into your assigned location but rather pull straight thru. There will be sufficient space to pull out before you proceed to your parking area. All unauthorized vehicles must clear the athletic field by 11AM.

General Description of the Athletic Field: The athletic field is typical. It is a level, grassy (except for the baseball diamonds) area partially enclosed with fencing. During this event, temporary fencing will be erected to control pedestrian and vehicle movement. No permanent restroom facilities are available. Temporary restrooms will be conveniently located as well as hand washing stations. Water bottles will be available for purchase. Emergency vehicles and crews will be stationed inside the fenced enclosure. The vendors will be initially sited parallel to Cypress Street. If necessary, a midway will be defined and additional vendor space will be allocated.

Vendor Applications: We must receive your properly completed Vendor Application Package with your check in the correct amount no later than Wednesday, August 19, 2009 for processing and approval. No action will be taken by the Committee until special requests have been resolved and your check has cleared our bank. No refunds will be granted once your check has cleared our bank. A reminder to all food vendors that you must obtain a *Food Service Facility Permit* from the Prince George's County Health Department, which you will need to bring with you along with your package on Sept. 19th. Please note: we do not issue *Food Service Facility Permits*. To get this permit, you may call 301-883-7690 or download a permit application from www.princegeorgecountymd.gov, under Environmental Health. See Permits. Further, we reserve the right to decline any vendor's application if we deem the merchandise to be sold unsuitable for a family event and, in the case of food vendors; we find an abundance of vendors selling similar food items.

This is very important: On the day of the event, you must bring all your related documentation upon arrival to facilitate the processing at the Community Center.

The Vendor Application is attached.



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Directions: www.laurel.md.us/lccmap.htm

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Vendor Application Form

VENDOR/ORGANIZATION NAME: _____

MD STATE SALE TAX NUMBER: _____

(Vendors are required to pay their own taxes)

CONTACT PERSON: _____

CONTACT PERSON ADDRESS: _____

CONTACT PERSON TELEPHONE NUMBERS: () _____ BUSINESS

() _____ CELL () _____ HOME

CONTACT PERSON E-MAIL ADDRESS: _____@_____

VENDOR CLASSIFICATION: (Check One)

FOOD: _____ *Prince George's County Health Certificate Required

MERCHANDISE: _____

SERVICE: _____

SPACE REQUIREMENT: 10 x 10 _____ \$300.00

10 x20 _____ \$500.00

OVERSIZE _____ STATE SIZE NEEDED - CONTACT US FOR QUOTE

Lawn Mower Race/Chili Cook-Off Application

VENDOR ORGANIZATION/NAME: _____

EXPLANATION FOR ON-SITE VEHICLE PARKING: _____

MERCHANDISE OR SERVICE TO BE SOLD: (List All Items) _____

FOOD ITEMS TO BE SOLD (*Health Certificate Required): (List All Items) _____

PLEASE NOTE: ONCE APPROVED, YOU MAY NOT ADD ADDITIONAL FOOD ITEMS TO YOUR MENU.

PLEASE NOTE: THE PRINCE GEORGE'S COUNTY DEPARTMENT OF HEALTH (*Required Health Certificate can be acquired by calling 301-883-7690) AND THE CITY OF LAUREL'S FIRE MARSHALL WILL BE PRESENT FOR INSPECTION. YOU WILL BE REQUIRED TO HAVE A WORKING FIRE EXTINGUISHER AT YOUR SITE IF YOU NEED TO COOK FOOD.

Please acknowledge your acceptance and understanding of these Permit conditions stated herein by signing in the place provided below.

Applicant Name	Title	Date

Send your completed application along with your check to be received by us no later August 19, 2009 to LCPAAA, P.O. Box 267, Laurel, MD 20725-0267

Questions: 301-725-5306 ext 444 or www.Laurel4thofJulyCommittee@laurel.md.us

For Committee Use Only

Approved Site # _____

Date Application Received: _____

Check Number and Amount: _____

Date Check Returned: _____

Vehicle On-Site Approved: _____

Over-sized Space Approved: _____