



# Community Summer Block Party

## Community Summer Block Party Vendor Form

**Company Name**

**Best Phone for Contact**

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**First Name**

**Last Name**

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**Street Address**

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**City**

**State**

**Zip**

**Website**

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**Email (For Confirmation)**

**Please list your vehicle tag (In case of Emergency)**

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**6ft table and 2 chairs: \$75 each**

**# of Tables**

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**Vendor Category: Please check all that apply**

<input type="checkbox"/> Craft/Artisan/ Nonprofit	<input type="checkbox"/> Food Vendor
<input type="checkbox"/> Retail/ Commercial	<input type="checkbox"/> Clothing and Apparel

Other	
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**Please list your activities or items you will sell or give away below:**

**Special Instructions -Special Requests**

All types of vendors are encouraged to apply to participate in Community Summer Block Party.

We reserve the right to decline the application of a vendor for any reason. PRP reserves the right to limit the number of vendors in certain categories that may include jewelry, clothing, home services, or political candidates to ensure a wide variety of exhibitors.

PRP will review your application. If payment is accepted you are confirmed as a participant. On or about August 15, you will receive a vendor confirmation with all necessary information for the 2018 Block Party. Food vendors must have and display required permits.

If your application is not accepted, the check will be returned along with an explanation. Submission of your application acknowledges your acceptance and understanding of the requirements and restrictions for all vendors, as listed above as well as acknowledgement of additional requirements stated below of this application.

The Community Summer Block Party will be held rain or shine,except in the case of extreme conditions. There is no rain date for this event at this time. **Once your registration is accepted, there will be NO REFUNDS.** Thank you.

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**Payments Options**

Through CashApp: Please include the vendor name and send payment to \$TashaBerry  
By Check: Send a check payable to Phoenix Reintegration Project along with your application  
By PayPal: Send full payment to [tbsfacilityservices@gmail.com](mailto:tbsfacilityservices@gmail.com). Please include vendor name.

**1st Annual Community Summer Block Party--Vendor Conditions & Guidelines**

The following are additional rules and restrictions to which you are subject as a vendor at this

event. You will receive another copy of these guidelines with your Vendor Acceptance Notice.

- Food vendors are required to provide a copy of a "certificate of insurance" for liability coverage and must add Phoenix Reintegration Project as additional insureds/certificate holders for this event. Generally, a call to your insurance company to add this information will not result in additional expense. Please have your insurance company **fax** the document to (866) 343-8019. If this is not received before August 10th, you will not be allowed to participate the day of the event.

Food vendors must obtain and display required permits. This includes necessary 1-day event permits issued by the Prince George's County Health Department for food vendors or edible samples.

PGCHD's Temporary Food Service Facility Application can be filed online at <https://dpielpermitsonline.princegeorgescountymd.gov/#/home>.

If you need information about obtaining a food permit, please contact:

[info@ThePhoenix-Project.com](mailto:info@ThePhoenix-Project.com)

- Vending hours are 11am - 5pm on 4518 Beech Road, Temple Hills, MD 20748. Vehicles WILL NOT be allowed back onto the fair area until 5PM-no exceptions.

- Vending area includes a 6ft table and 2 chairs only. Tents are not provided. We recommend Oxon Hill Rental at (301) 248-4555 for assistance with equipment rentals. A tent is highly recommended as vendor area is on an open lot and temperatures/sun exposure can be extreme. Vendor spaces are on a paved street and are unlikely to be completely level. No electricity is provided. Vendors shall bring appropriate materials to secure tents in case of windy conditions (i.e, weights, bricks, sand buckets).

- Vendors will be allowed entrance into the vending area beginning at 10am on the day of the event. Set-up must be completed by 11:30am. Vendors will be directed to their spaces by event staff, and are expected to unload their equipment and materials and IMMEDIATELY remove their vehicle from the area. A vendor captain will be on hand to supervise your space while you park your vehicle. Vendors will be directed to a designated parking area nearby.

- **ONLY ONE EXHIBITOR PER SPACE IS ALLOWED.** Vendors may not move their assigned locations unless directed to do so by event staff. Anyone doing this will immediately lose the privilege of remaining at the Block Party as a vendor.

- Material cannot be distributed outside of your assigned table space.

- Distribution of food or drink items, other than by food vendors, is not allowed.

Violations of any of these rules will result in revocation of vendor privileges and you will be asked to leave the grounds.

You are responsible for the clean-up of your space. A dumpster is available near the school, on the west side near the food vendors-- for your convenience. Vendors who leave debris or trash behind will be billed \$100.00 and may be prohibited from future participation.

If you are mailing a check, your registration is not considered received until the check is cleared. Insurance forms must be received before your registration is confirmed.

**Please sign here that you have read and accept our terms and guidelines:**

A large, empty rectangular box with a black border, intended for a signature or stamp.

**Mail this application form and check payable to Phoenix Reintegration Project to:**  
Phoenix Reintegration Project- Vendor Registration 4518 Beech Road Temple Hills, MD 20748