



# CARIBBEAN HERITAGE FESTIVAL

## Vendor Agreement Policy & Procedures

The Prince George's County Caribbean Council (PGCCC) Presents "Taste of the Caribbean"  
in celebration of Caribbean-American Heritage Month

at

Bladensburg Waterfront Park  
4601 Annapolis Road  
Bladensburg, MD 20710

**Saturday, June 7, 2025**

*The following terms and conditions serve as a written contract entered into by the contracted parties, hereby referred to as the Prince George's County Caribbean Council (PGCCC) and said Vendor party.*

1. Vendor space reservations require full payment with this signed agreement.
2. Include with your application a \$50.00 Damage/Clean-up Deposit, which will be refunded within 30 days following inspection after the event.
3. Upon receipt of full payment, a space number will be assigned. The PGCCC reserves the right to change location assignments at any time and at its sole discretion as it deems necessary.
4. All contracts and payments, including additional fees, must be received by **May 21, 2025**. All contracts thereafter are firm, nonrefundable and non-changeable. **No personal checks will be accepted after May 21, 2025.**
5. Vendor space must be set up Saturday, June 7th, between the hours of 8:00 a.m. – 10:00 a.m.
6. In the event that the 2025 Caribbean Heritage Festival is postponed due to any occurrence not caused by the conduct of the PGCCC, whether such occurrence be an Act of God, result of war, riot, civil commotion sovereign conduct, or the act or conduct of any person or persons not party or privy to this Agreement, then the performance of the parties under this Agreement shall be excused for such period of time as reasonably necessary to remedy the effects thereof. In the event that such occurrence results in the cancellation of the 2025 Caribbean Heritage Festival, the obligations of the parties under this Agreement shall be automatically terminated and all rental payments under this Agreement shall be refunded to Vendor/Sponsor.
7. The 2025 Caribbean Heritage Festival will provide a 20 x 20 space for food vendors and a 10 x 10 space for arts and crafts vendors. Vendors will be responsible for table and chairs and a company identification sign. Additional tables/chairs will be at the expense of the vendor.
8. All space must be visible. No side poles, side drapes, clothing, paper or merchandise will be allowed to block the view. Please be courteous to your neighbors on either side and in your aisle.

9. There is to be no food permitted for sale other than food vendors unless written permission is obtained directly from the 2025 Caribbean Heritage Festival personnel. **All food vendors will be required to apply for a food facility permit, from the health Department, prior to the event.**

10. There will be no sale of firearms, ammunition, survival equipment, defense equipment, tear gas or explosives of any nature.

11. The burning of incense, potpourri or use of any other lighted materials is prohibited within the booths or surrounding area (FIRE CODE VIOLATION). Helium tanks are forbidden.

11. The sale of counterfeit versions of merchandise, musical tapes, videotapes, clothing, etc. is prohibited.

**13. No flyers, booklets, brochures or other informational materials are to be distributed at the entrance or exits (FIRE CODE VIOLATION).**

**14. The use of live or recorded music at vendor booths is prohibited.**

15. No Vendor shall assign, sublet, or share the whole or any part of the booth space allotted without approval of the PGCCC.

16. The PGCCC and the owners or managers of the facility where the 2025 Caribbean Heritage Festival is to be held will not accept, store or display materials or empty crates. Shipment, delivery, receipt and storage of all materials and equipment are the sole responsibility of the Vendor.

17. The relationship between the PGCCC and Vendor shall be that of independent contracting parties. Vendor hereby agrees to and does indemnify and hold harmless, the PGCCC from and against any and all liability, responsibility, loss, damage, cost or expense of any kind.

18. The PGCCC reserves the right to deny any vendor (service or retail), it deems in conflict with the organization's professional business ethics.

19. Any Vendor found in violation of this contract forfeits his/her space, cost of the space and the right to participate in the 2025 Caribbean Heritage Festival.

10. All photographs taken at the 2025 Caribbean Heritage Festival remain the sole property of the PGCCC to utilize for its own marketing and promotional purposes.

11. The 2025 Caribbean Heritage Festival reserves the right to close any vendor that fails to comply with this policy without refund or compensation. The PGCCC also reserves the right to require modification of any display or demonstration it considers unsuitable to or not in keeping with the character of the 2025 Caribbean Heritage Festival. If Vendor refuses, the PGCCC reserves the right to exclude or remove, at Vendor's expense, the entire display or demonstration.

The undersigned agrees to comply fully with the rules and regulations of the 2025 Caribbean-American Heritage Festival, which are incorporated herein by reference. This application becomes a binding contract upon issuance of confirmation from the Prince George's County Caribbean Council (PGCCC).

Vendor: \_\_\_\_\_

Type or Print

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

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

Signature: \_\_\_\_\_



# Caribbean Heritage Festival

## General Vendor Information

Prince George's County Caribbean Council (PGCCC) Presents "Taste of the Caribbean"  
in celebration of Caribbean-American Heritage Month

**Saturday, June 7, 2025**



*The Prince George's County Caribbean Council (PGCCC) staff is waiting to assist you with **your 2025 Caribbean Heritage Festival** registration. Below is general information designed to answer any questions you may have about participating in this premier event.*

1. Review the enclosed materials. This package contains everything you need to make the registration process as smooth as possible.
2. Identify and submit your vendor application prior to May 21, 2025. Spaces will sell quickly, so please be sure to submit your application in a timely manner. Spaces will be assigned on a first-come basis.
3. Reserve your space by submitting payment as directed.

### **Vendor Set-Up and Dismantling**

Vendors will be required to set up spaces on **Saturday, June 7th**, between the hours of 8:00 a.m. to 10:00 a.m. - **No exceptions**. The Bladensburg Waterfront Park of Bladensburg, Maryland and the PGCCC are not responsible for items missing or stolen from any space.

Space dismantling will take place at the closing of the festival on **Saturday, June 7th** between the hours of **7:00 p.m. and 8:00 p.m.** No dismantling of spaces allowed prior to the festival closing. Any space not dismantled 8:00 p.m. will be assessed a penalty fee (strongly enforced). The PGCCC will not be responsible for any property not dismantled by close of event.

### **Vendor Service Committee**

The Vendor Service Committee of the 2025 Caribbean Heritage Festival will work with you to handle your space needs. A vendor service kit will be provided directly to you by the Vendor Service Committee. Please be sure to review setup policy rules contained in the vendor package that you receive from the Vendor Service Committee and those contained in your vendor contract agreement. Tight restrictions do apply and you may be charged a fee if your vendor display does not meet normal set-up standards. **For more information contact Dolores Collins at (240) 462-2708**, or by email at: [ccpgchub@gmail.com](mailto:ccpgchub@gmail.com)

### **Three Easy Ways to Register (Vendors):**

- By Zelle : (240) 462-2708

#### **--By Mail:**

Complete and return the application and contract for vendor space, with certified checks payable to:

PGCCC  
P.O. Box 6936  
Capital Heights, MD 20791

**--By PayPal at [CCPGCHUB@gmail.com](mailto:CCPGCHUB@gmail.com)  
(please add fee of \$5)**

#### **Note:**

Complete the registration form and contract for vendor space, and, if paying by check, *mail payment to the above-mentioned address*. No spaces will be assigned until payment is received.

For assistance contact **Dolores Collins** at the number above, or send email to: [ccpgchub@gmail.com](mailto:ccpgchub@gmail.com)





PRINCE GEORGE'S COUNTY CARIBBEAN COUNCIL (PGCCC)



Presents

**"TASTE OF THE CARIBBEAN"**  
**CARIBBEAN HERITAGE FESTIVAL**  
In Celebration of Caribbean American Heritage Month

**SATURDAY, JUNE 7 2025**  
**VENDOR REGISTRATION FORM**

**(Application Deadline: May 15, 2025 - additional \$50 non-refundable fee after May 15, 2025)**

Business Name: \_\_\_\_\_ Contact Person/Title: \_\_\_\_\_ /

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Tel. Nos.: Bus.: \_\_\_\_\_ Cell: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ARTS AND CRAFTS – SPACE**

LOCATION	REQUIREMENTS	SPACE DIMENSIONS	COST \$\$	AMOUNT ENCLOSED
Assigned by the PGCCC	Standard Space. <b>Tables and chairs will be the responsibility of the vendor.</b> Vendor will be permitted to have <b>one (1) six to eight (6 to 8) -foot table and two (2) chairs.</b>	10x10	150.00	\$ 150.00
	Please include with application a Damage/Clean-up Deposit, which will be refunded within thirty (30) days following inspection after the event.		50.00	50.00
	<b>Please include \$10.00 processing fee if paying by PayPal</b> <b>RETURN CHECK FEE: \$50</b>			
Special Needs or Requests:			Sub-Total	\$ 200.00

( ) Certified Check enclosed ( ) Check mailed **(space assignments provided upon receipt of payment)** Amount Paid: \$ \_\_\_\_\_

**Checks should be made payable to:**

PGCCC  
P.O. Box 6936, Capitol Heights, MD 20791

**OR**

**PayPal:** ccpgchub@gmail.com

**FOR ADDITIONAL INFORMATION CONTACT**

**240-462-2708**

**E-mail: ccpgchub@gmail.com**