



Dear Vendor,

Thank you for your interest in applying for approved vendor status with St. Mary's County Recreation & Parks for the 2025 season. Applications for mobile food vendors and merchandise vendors will be accepted beginning March 1, 2025. Requests will be reviewed on a first-come, first-served basis for specific locations designated for such a purpose.

Mobile food vendors must comply with all pertinent local and state Health Department regulations and **MUST provide Recreation & Parks with a copy of the authorized Health Department License**. The Health Department may visit at any time, and it is understood that vendors who do not have a copy of the permit will not be allowed to continue their mobile food service until they have their permit on site. Vendors can contact the St. Mary's County Health Department at 301-475-4389 for more information on obtaining the proper permits.

All documents must be received a minimum of two weeks prior to the date of first service to allow for processing and review. A list of rules and regulations can be found on the second page of this packet.

Once your vendor application has been approved, you will be contacted via email and provided an online payment link to pay your fee balance. Payments can also be made at the Recreation and Park Main Office at 23150 Leonard Hall Dr, Leonardtown, MD 20650. Phone payments are not accepted.

A map of approved spaces within your assigned park will be emailed to you at least one week prior to your permit start date. If any changes are needed during your permit window for special events, you will be notified at least one week prior to the approved Recreation & Parks event.

Thank you, in advance, for considering our parks as a showcase for your goods in 2025. We greatly appreciate your participation and look forward to hearing from you soon.

Sincerely,

Marguerite Cardenuto

Marguerite Cardenuto
Parks Operations Manager

Rules and Regulations

1. Vendors shall set up any equipment and merchandise only in the assigned area during the hours indicated on the Vending Permit issued by the Department of Recreation and Parks. All equipment/merchandise shall be removed from park property by the vendor the same day.
2. Vendors are prohibited from dumping/emptying grease containers onto County premises. Grease must be kept and disposed of in a proper manner. Vendor will bear total liability for any damage caused by improper grease dumping. A vendor is also required and responsible for removing their trash and other debris from the assigned area daily.
3. Vendors are required to post a price list with the food/beverages items and display their Health Permit issued by the St. Mary's County Health Department. Vendors will also be required to post their Vending Permit issued by the Department of Recreation and Parks during vending hours. **No glass containers containing food or beverages will be allowed to be sold.**
4. In occupying specified vending space, Vendor shall abide by all federal and local statutes and ordinances. Vendors shall also be responsible for obtaining any and all necessary permits and approvals required by federal, state, or local law. Violations of the Permit conditions or any St. Mary's County Codes may result in revocation of the Permit on a temporary or permanent basis.
5. Permits are non-transferable and non-refundable.
6. Vendors shall not create a traffic hazard by stopping on a public street or right-of-way where other vehicular traffic is impeded in any way. Vendors shall not stop in such a place that creates a safety risk for customers or other motorists.
7. Vendors may broadcast music from a vehicle at such a volume level as to not create a noise nuisance. Music must be appropriate and approvable by Recreation and Parks staff.
8. Assigned use of park areas are non-exclusive and in an "as-is" condition. No additional services such as electricity, water, portable restrooms, etc., will be provided. No tents, canopies, stakes, posts, signs, or any other items may be used without prior permission from Recreation and Parks.
9. Any requested changes to the permitted service shall be approved in advance by St. Mary's County Recreation and Parks.
10. St. Mary's County Recreation and Parks reserves the right to limit the number of Mobile Food & Merchandise Vendor Permits issued. Permits are not renewable. Applicants must reapply for a new Permit at the end of the Permit period.



FAQs

How far in advance must I apply and how long will it take to receive my permit?

Please submit your permit request at least two weeks before your requested start date. It will take up to two weeks to process your request.

What hours am I permitted to sell?

Parks are open from sunrise to sunset. Vendors will be assigned specific timeslots during their permit process.

If I hold a current license in another area, can I sell in St. Mary's County Parks?

To sell food or beverages, you must obtain a current food license from the St. Mary's County Health and Department.

Can I have exclusive use of a park location?

Vendor permits are on a first-come, first-served basis. Depending on the park's size and type, food trucks may be approved to vend exclusively at a park location.

On some dates, the assigned park may be unavailable due to special events or private rentals. Makeup dates or alternate locations will be provided in these instances.

Does St. Mary's County Recreation & Parks have designated food trucks or concession areas?

The Parks Operations Staff will indicate approved areas in your park for operation during the permit approval process.

Will there be any water or electrical access?

Mobile food vendors must be self-sustaining. The Recreation & Parks Department will not provide water or electrical connections for you.

What happens if there is bad weather when I am scheduled?

Refunds will be considered for daily permits only. If inclement weather necessitates Recreation & Parks closing your assigned park for the entire period that you were permitted, you will be allowed to reschedule to another date. If another date cannot be agreed upon, a refund will be issued. If you obtained a permit for a Third-Party special event and that organization cancels their event and you no longer want the permit for the day, consideration will be given regarding rescheduling.