

CCI Block Party Vendor Guidelines

Applicants must be 18 and over

Acceptance

Space is limited to 35 spaces. Organizations will be selected according to various factors including, but not limited to, date of submission and new or returning organization and is at the sole discretion of CCI Health Services. Past participation does not guarantee placement.

You must confirm your intent to participate no later than April 22, 2022

You will be notified of your acceptance by April 29, 2022

Registration Fees:

- Non-profit organization not including booth supply rental: no fee
- Non-profit organization including booth supply rental \$150.00
- For-profit organization not including booth supply rental \$100.00
- For-profit organization including booth supply rental \$275.00

If a registration fee is required, your space is not guaranteed until your payment is received.

Payment: Payments can be made via CCI's Network for Good page [here](#).

Withdrawals: We ask that you let CCI know that your organization will not be participating by May 19th. Registration fees are non-refundable after May 19th.

Communication: Email will be the primary method for all notifications, including acceptance. Promotional materials for social media and distribution will also be shared via email for your use beginning in late May. Booth assignments will be communicated on upon your arrival at the event.

Booth Space: Booth spaces are 10 x 10. You must keep your items, activities within this assigned space. If you need a larger space, please let CCI know.

Booth Supplies:

CCI can arrange to provide your organization with booth supplies including a table, two chairs, a tent, and sandbags for a registration fee (see above).

Organizations can also provide their own equipment. They must have sandbag weights to secure the base of their tent. Any vendor without sandbag weights will not be allowed to participate.

Unless otherwise noted, no power supply will be provided. If you need power, you must let CCI know so that we can make an accommodation. This could include an extra fee for a generator rental.

Day-of Arrival: All organizations must arrive by 11:00 AM to set-up their booth. The block party will be held in front of CCI Health Services Greenbelt, located at 9220 Springhill Lane, Greenbelt MD 20770. Parking available in lot adjacent to Block Party site.

Breakdown: All organizations using booth supplies provided by CCI must be completely packed up by 3:15 PM. Organizations must stay until 3 PM—when the block party ends.

Event Cancellation: The CCI Block Party happens rain or shine. The block party will follow all state, county, and CDC COVID-19 guidelines.



Choose Community. Choose Culture. Choose Care. Choose CCI.

8630 Fenton Street, Suite 1204, Silver Spring, MD 20910

301.340.7525 | 301.495.0318 | www.cciweb.org | info@cciweb.org | @CCICares 