

City of Gaithersburg
Dept. of Parks, Recreation, and Culture
506 S. Frederick Avenue
Gaithersburg, MD 20877
301-258-6350 Fax: 301-948-8364
smessier@gaithersburgmd.gov



Montgomery County Fairgrounds
16 Chestnut Street
Gaithersburg, MD 20877
9 a.m. – 1 p.m.

2011 WINTER/ SPRING FLEA MARKETS APPLICATION

Please P-R-I-N-T

Name _____

Address _____

City/State/Zip _____

Home # _____ Work # _____ Cell # _____

Fax # _____ E-mail _____

*All vendors will be assigned a temporary tax ID number by the Maryland Comptroller's Office

Items to be sold are: Used New (only a limited number of **NEW** items will be accepted)

Please give a complete description of items to be sold: **This area **MUST** be completed or application will be mailed back

REGISTRATION STARTS: Residents – November, 22, 2010 Nonresidents – November, 29, 2010

Saturday Flea Market Dates – 2011

January 15
February 19
March 19
April 16

Make checks payable to: **City of Gaithersburg**

CITY RESIDENT

\$17 Used Items

\$22 New Items

NONRESIDENT

\$22 Used Items

\$27 New Items

In registering for the City of Gaithersburg's Indoor Flea Market, you agree to comply with all guidelines, rules, regulations, times, etc. as set forth in the attached Fact Sheet. You certify that you have read or been given the opportunity to read and fully understand Resolution R-73-05 (sent upon request), any amendments thereto, the Flea Market's rules, regulations and procedures (Fact Sheet), this agreement, and any other applicable law or resolution that is in effect as of the date of the Flea Markets in 2011.

Signature _____ Date _____

Amount Paid \$ _____ Cash/Check # _____

VISA/MC/DISC # _____ Exp. ___/___

Signature _____

Print Name _____

Office Use Only: Winter/Spring 2011

January 15 - # 31387

February 19 - #31388

March 19 - #31389

April 16 - # 31390

Rec'd _____ W P M F

Resident: Y N

Pr: _____ Date _____

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Please indicate what accommodations are needed: _____



Department of Parks and Recreation
506 South Frederick Avenue
301/258-6350 ext. 129

INDOOR FLEA MARKET FACT SHEET

The City of Gaithersburg’s Indoor Flea Markets are held at the Montgomery County Agricultural Fairgrounds in building number 2. Flea Markets will be held on Saturdays, January 15, February 19, March 19, & April 16, 2011, from 9 a.m. to 1 p.m.

REGISTRATION

Registration is now in progress. Registration forms must be completed and returned with the appropriate fee(s) in person or by mail to the Parks and Recreation Department, 506 South Frederick Avenue, Gaithersburg, MD 20877, Attn: Sarah Messier. Forms may also be faxed using Visa, MasterCard, or Discover Card.

Individuals and organizations can register for one or two tables per month. Each space is **APPROXIMATELY** 8’ X 10’. Confirmation of space assignments will be mailed approximately 1 week before the requested Flea Market date. Space assignment will be made by the City staff. **Incomplete applications will be returned.**

FEE

City Residents	\$17.00 per space
Nonresidents	\$22.00 per space
Resident Commercial**	\$22.00 per space
Nonresident Commercial**	\$27.00 per space

*NO SPECIAL REQUESTS

*Table(s) and 2 chairs are included in price.

*Table size may vary between 6’ and 8’. No table size guarantee or special requests.

**Please note that COMMERCIAL refers to a vendor who sells any “New” merchandise.

A limited number of applications for selling “New” items will be accepted for each Flea Market. New refers to items that have never been used and/or items solicited by a commercial business (Tupperware, Mary Kay, etc.) At least 5 spaces monthly will be reserved for vendors selling “New merchandise.” It will be at the discretion of the Recreation Department staff to determine the category (New or Used) of a vendor’s merchandise.

REFUNDS

There will be NO refunds to individuals who register for a Flea Market and do not show the day of the event. NO refunds will be issued unless the city cancels for any reason. Flea Markets are considered a Snow, Rain, or Shine Event. The City will not cancel this event unless it is absolutely necessary. **If the weather is at all questionable, please call 301-258-6350 ext. 129 to determine the status of the flea market. Information will only be recorded if the flea market is canceled. You may also check the Flea Market status online at: www.gaithersburgmd.gov**

CHECK IN & SET-UP

A CITY STAFF PERSON MUST CHECK YOU IN!! Check-in time is between 7- 8 a.m. Set-up time must be completed by 8:45am. Please have your confirmation information with you. Please check in with a City Staff person BEFORE setting up! If a vendor is not in his/her assigned space(s) by the 8 a.m. deadline, staff reserves the right to reassign the space to other individuals.

Vendors agree to sell items only from their assigned space(s). Vendors agree that their set-up will be within the specified space boundaries and that their display, merchandise, etc., will not obstruct, block, or interfere with

neighboring vendors. Vendors agree to display items appropriately within the assigned space(s). No merchandise may be set up beyond the front boundary of their space.

NO WEAPONS, KNIVES, SWORDS, ETC., AND NO ADULT (OBSCENE) MERCHANDISE, BOOKS OR MAGAZINES, ETC., will be allowed. The City reserves the right to restrict or prohibit the sale and display of any item(s) deemed inappropriate.

Vendors agree to have NO PETS, alcohol or illegal substances within the Flea Market boundaries at any time.

There is no smoking in the building.

Vendor's booth(s) must be operational from 9 a.m. to 1 p.m.

Vendors agree not to hold the City or its employees responsible if they do not make a profit. It is also understood that the City will not be responsible for theft or damage to any items or displays. Vendors agree to take full responsibility for the protection of their property in the event of adverse weather conditions.

CLEAN-UP

Vendors are responsible for ensuring that their respective space(s) are left clean and free of ALL TRASH.

All vendors **MUST STAY UNTIL 1 P.M.!** (This is the advertised closing time).

All vendors **MUST LEAVE THE PREMISES BY 2 P.M.!**

All items must be packed up, ready to load, before your car is brought to the building for loading.

INDEMNIFICATION

Vendors assume all responsibility for any loss, damage, claim or other injury to the City or to third parties resulting from use of the site by vendors, or by reason of vendor, their employees, agents, representatives, or to any of the items, materials, goods or other property of the same, whether caused by fire, theft, act of God, accident or any other cause whatsoever, for the period during which the Vendors use the space(s), and shall indemnify and hold harmless the City, its employees, agents and representatives from any and all such loss, damage, claim, injury, or other expense relating thereto.