

City of Gaithersburg
Parks, Recreation and Culture
506 S. Frederick Avenue
Gaithersburg, MD 20877
301-258-6350 Fax: 301-258-6349
khux@gaitthersburgmd.gov
www.gaitthersburgmd.gov/events



Montgomery County Agricultural Center
(Montgomery County Fairgrounds)
16 Chestnut Street
Gaithersburg, MD 20877
8 a.m. – noon

2012 OUTDOOR BABY BAZAAR AND OUTDOOR FLEA MARKET APPLICATION

Please Print Legibly or Type

Name _____

Mailing Address _____

Home # _____ Cell # _____ E-mail _____

*MD Tax ID # _____ *If you do not have a MD Tax ID #, please contact the Maryland Comptroller's regional office at 410-767-1543 or go to www.marylandtaxes.com to determine if you need to obtain one.

Items to be sold are: Used
 New (Items have never been used or are solicited by a commercial business)

Item Price Range: \$ _____ - \$ _____

Please give a **complete** description of items to be sold: (To participate in the Baby Bazaar, you must only sell baby items.)

REGISTRATION BEGINS: Residents: February 13, 2012 Nonresidents: February 20, 2012

<u>2012 Market Dates</u> (Please choose a market(s) and note # of spaces needed)	<u>CITY RESIDENT</u>	<u>NONRESIDENT</u>
<input type="checkbox"/> Baby Bazaar - May 12 # of spaces _____	<input type="checkbox"/> \$20 USED ITEMS	<input type="checkbox"/> \$25 USED ITEMS
<input type="checkbox"/> Flea Market - June 16 # of spaces _____	<input type="checkbox"/> \$30 NEW ITEMS	<input type="checkbox"/> \$35 NEW ITEMS

Fees are per space.
Make checks payable to: *City of Gaithersburg*

In registering for the City of Gaithersburg's Outdoor Baby Bazaar and Outdoor Flea Market, you agree to comply with all guidelines, rules, regulations, times, etc. as set forth in the attached Fact Sheet. You agree to allow the City to take and/or use photographs, video and/or recordings of your booth for promotional purposes in print or televised advertisements, brochures, postcards, fliers, City website, and other marketing media. 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 Outdoor Baby Bazaar and Outdoor Flea Market Fact Sheet, this agreement, and any other applicable law or resolution that is in effect as of the date of the Outdoor Baby Bazaar and Outdoor Flea Markets in 2012.

Signature _____ Date _____

The City of Gaithersburg is committed to making reasonable accommodations as required by the **Americans with Disabilities Act (ADA)**. Please indicate the ADA accommodations you need: _____

Amount Paid \$ _____ Cash Check # _____
VISA/MC/DISC # _____ Exp. ___/___
Signature _____
Print Name _____

Office Use Only: Outdoor Markets 2012
Baby Bazaar, May 12 - #35011
Flea Market, June 16 - #35012
Rec'd: _____ W E M F Resident: Y N
Date: _____ Initials: _____



Department of Parks, Recreation and Culture
506 S. Frederick Ave.
Gaithersburg, MD 20877
301-258-6350

2012 OUTDOOR BABY BAZAAR AND OUTDOOR FLEA MARKET FACT SHEET

Dates: BABY BAZAAR: May 12
FLEA MARKET: June 16

Time: 8 a.m. – noon

Location: Montgomery County Agricultural Center, 16 Chestnut Street, Gaithersburg, MD 20877
Barn #'s 11, 13, 15, 17, and 19

REGISTRATION

Registration Begins: Residents: February 13, 2012

Nonresidents: February 20, 2012

Registration forms must be complete and legible, and returned with the appropriate fee(s) in person or by mail to the Department of Parks, Recreation and Culture, 506 South Frederick Avenue, Gaithersburg, MD 20877, Attn: Kristen Hux. Forms may also be faxed to 301-258-6349 using Visa, MasterCard, or Discover.

Incomplete applications will be returned.

Space assignments will be made by the City staff upon arrival. Confirmation of arrival times will be mailed one week prior to the scheduled Baby Bazaar and Flea Market dates.

FEES

	City Residents	Nonresidents
Used	\$20 per space	\$25 per space
New/Commercial**	\$30 per space	\$35 per space

- Each space is approximately 10' x 12'.
- Vendors are responsible for providing their own tables and chairs. You may want to bring a tarp to protect any items that you want to place on the ground.
- **NO SPECIAL REQUESTS WILL BE CONSIDERED.**

**New/Commercial refers to items that have never been used and/or items solicited by a commercial business (Tupperware, Mary Kay, etc.). A limited number of applications for selling New/Commercial items will be accepted for the Baby Bazaar and Flea Market. It will be at the discretion of the City staff to determine the category (New or Used) of a vendor's merchandise.

BABY BAZAAR: Vendors participating in the Baby Bazaar are allowed to sell gently used and/or New/Commercial **baby items only!** We will not accept vendors selling general flea market items or any other items that are not meant for babies. City staff reserves the right to remove any items that do not fit the criteria.

PLEASE NOTE: In order to maintain the integrity of the Baby Bazaar and Flea Market, we only accept a limited number of vendors selling New/Commercial items. When we reach our limit, we start a wait list. If there are extra spaces available, we will begin contacting vendors from the wait list to fill those spaces. There are no guarantees once you are placed on the wait list. We only call if a space becomes available.

(Please turn over)

TAX INFORMATION

The City is required by the State of Maryland to provide all vendors' names and addresses for tax purposes. If you have a Maryland Tax ID number, please place it on the application. If you do not have a Maryland Tax ID number, you must contact the Maryland Comptroller's Regional Offices at 410-767-1543 or go to www.marylandtaxes.com to determine if you need to obtain one.

REFUNDS

NO refunds will be issued unless the event is canceled by the City. Markets are held during rain or snow. The City will not cancel this event unless safety is a concern. **If the weather is at all questionable, please call 301-258-6350 or check our website www.gaithersburgmd.gov for the status of the Market.**

CHECK IN & SET-UP

A CITY STAFF PERSON MUST CHECK YOU IN PRIOR TO SETTING UP! Please have your confirmation information with you. Check-in time is between 6-7 a.m. If a vendor is not in his/her assigned space(s) by the 7 a.m. deadline, staff reserves the right to assign the space to another individual. Set-up must be completed by 7:45a.m. Vendor booths must be operational from 8 a.m. to noon.

Check-in confirmation times will be sent one week prior to the market date. **Please do not arrive earlier than your confirmation time.** Upon arrival, City staff members will assign you to a space in one of the barns.

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.

The City reserves the right to restrict or prohibit the sale and display of any item(s) deemed inappropriate, and may ask vendors in violation to remove items or close the booth space.

NO:

- **INFORMATION BOOTHS. YOU MUST BE SELLING USED OR NEW/COMMERCIAL ITEMS.**
- **WEAPONS, KNIVES, SWORDS, ETC.**
- **ADULT ONLY (OBSCENE) MERCHANDISE, BOOKS OR MAGAZINES, ETC.**
- **PETS, ALCOHOL or ILLEGAL SUBSTANCES** within the Flea Market boundaries at any time.
- **SMOKING** in or around the barns.

CLEAN-UP

- Vendors are responsible for ensuring that their respective space(s) are **clean and free of ALL TRASH.** All items not sold must be removed from your space and taken with you. If vendors violate this rule, they may not be permitted to participate in future City Markets.
- All vendors **MUST STAY UNTIL Noon!**
- All vendors **MUST LEAVE THE PREMISES BY 1:30 P.M.!**
- All items must be packed up and ready to load **BEFORE** your car is brought into the barn for loading.

INDEMNIFICATION

Vendors agree not to hold the City or its employees responsible if they do not make a profit. 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.

For additional information, please call or e-mail Kristen Hux at 301-258-6350 or khux@gaithersburgmd.gov.