



# 21<sup>st</sup> Annual OKTOBERFEST at the Kentlands

Co-sponsored by the City of Gaithersburg  
and The Kentlands Citizens Assembly

SATURDAY, OCTOBER 14, 2012 ♦ 12 - 4 p.m.

## Food Vendor Application

All Applications are Subject to Committee Approval

**\$15 LATE FEE AFTER SEPTEMBER 7 DEADLINE**

### 2012 OKTOBERFEST FOOD VENDOR FACT SHEET

Please keep this fact sheet for your reference

**LOCATION:** Kentlands Village Green  
311 Kent Square Road, Gaithersburg, Maryland 20878

**DATE:** Sunday, October 14, 2012

**HOURS:** 12 – 4 p.m.

**FOOD VENDOR ARRIVAL AND DEPARTURE TIMES:** 7:30 a.m. – 4:30 p.m.

#### APPLICATION PROCEDURE:

\*Applications from **City Resident Food Vendors** *only* will be accepted and reviewed **through July 20, 2012.**

\*Applications from **all food vendors** will be accepted and reviewed **beginning July 23, 2012.**

An application must be completed, signed and returned with payment to:

**Oktoberfest Food Vendor, 485 Tschiffely Square Road, Gaithersburg, MD 20878.**

**Please make checks payable to “Kentlands Citizens Assembly.”** Credit Card payments cannot be accepted. You may mail your application, or you may drop it off in person at the Kentlands Clubhouse located at the above address. The CLUBHOUSE office hours are M, W, F 6 a.m.- 5 p.m., and T,Th 9 a.m. - 5 p.m. All applications will be reviewed and vendors will be notified if accepted. Vendors who are not selected will have their fee returned.

**APPLICATION FEES:** City Resident - \$150 Nonresident- \$200

**\$15 Late Fee** for applications received after deadline.

**APPLICATION DEADLINE:** September 7, 2012

**IMPORTANT FOOD VENDOR INFORMATION:** All vendor applications must be complete with fee, photo of concession stand or vehicle, menu with prices and current (as of 10/14/12) certificate of insurance. Food items or drinks may be sold by pre-authorized food vendors only. Food vendors must also contact the Montgomery County Health and Human Services Department at 240-777-3986 to obtain a permit.

**BOOTHS:** Food vendors are responsible for providing their own equipment. Please include on your application how you will serve from your vehicle or stand ( back, side, etc.). This is an important consideration in your placement. Space locations will be assigned upon arrival.

**PHOTOS:** If you would like your pictures returned, please provide a self-addressed stamped envelope and your photos will be returned after the event.

**SET-UP:** Arrival time for vendors is from 7:30 — 8 a.m. Food Vendors may drive up to their assigned space, unload as quickly as possible, move their vehicle to the assigned parking lot and then come back to set-up. Please plan enough time for set-up.

**ELECTRICITY:** There will be NO ELECTRICITY available. Vendors must provide their own generators which must be grounded and barricaded from the public for safety.

**TABLES:** You must bring your own tables and chairs.

**WATER:** There will be NO WATER available. Vendors are responsible for disposing of their waste water in the appropriate manner. For more information please check the Montgomery County Health and Human Services website: [www.montgomerycountymd.gov/hhs](http://www.montgomerycountymd.gov/hhs)

**VEHICLES:** Personal vehicles must be parked outside of the festival area.

**BREAK DOWN:** Vendor vehicles will not be allowed to leave the festival area until police give the all-clear signal. You must complete your cleanup by no later than 5:30 p.m.

**Oktoberfest REGULATIONS:** The festival staff reserves the right to have food vendors remove unacceptable items or dismiss any participant or selling activity. The staff has the right to ask vendors to remove any objects they deem objectionable or inappropriate. The following will NOT be permitted within the festival boundaries:  
alcoholic beverages, weapons, pets (except guide dogs), skateboards, roller blades, and bicycles.

**REFUND / RAIN POLICY:** Oktoberfest is a rain or shine event. THERE WILL BE NO REFUNDS, unless the event is canceled due to hazardous weather. You are responsible for covering your merchandise in case of rain.

**QUESTIONS:** Contact Cynthia Villareal, 301.948.2071, [cvillareal@cmc-management.com](mailto:cvillareal@cmc-management.com)



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

Business/Organization Name: \_\_\_\_\_

Address (city, state, zip): \_\_\_\_\_

Day Ph. #: \_\_\_\_\_ Evening Ph. #: \_\_\_\_\_ Cell Ph. #: \_\_\_\_\_

Email Address: \_\_\_\_\_ MD Sales Tax Acct. #: \_\_\_\_\_

### Checks payable to Kentlands Citizens Assembly

#### Sign and Return with payment to:

Oktoberfest Food Vendor  
485 Tschiffely Square Road  
Gaithersburg, MD 20878

#### Food vendor fees:

Resident: \$150  
Nonresident (opens July 23): \$200

Amount Paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

All applications must include fee, photo of concession stand and menu with prices.  
A current certificate of insurance must be submitted no later than two weeks before event.

**Limited Vendor Space Available**

**Incomplete applications will not be processed**

I certify that I have read and fully understand Resolution R-73-05 (available upon request), the fact sheet enclosed, and will comply with the guidelines for the Oktoberfest Celebration. I understand that violation of any part of this agreement or of the City prospectus shall, at the election of the City, result in the revocation and forfeiture of all rights and privileges, present and/or future, granted by the City to the vendor, and in the event of such breach by the vendor and the election by the City, all sums paid by the vendor to the Kentlands Citizens Assembly shall be forfeited to the Kentlands Citizens Assembly as liquidated damages. I am responsible for providing tables, table covers and other miscellaneous items necessary for my booth operation. I hereby release the City of Gaithersburg and the Kentlands Citizens Assembly from all responsibility for theft or damage to any items involved with my booth operation. I furthermore agree to indemnify and hold harmless the City, the Kentlands Citizens Assembly and their agents against any and all losses, injuries or damages to any person or thing that shall arise from my use of the event property.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Questions? Contact Cynthia Villareal at 301-948-2071 or cvillareal@cmc-management.com Date Received: \_\_\_\_\_