



City of Gaithersburg
Department of Parks, Recreation and Culture
301-258-6350 www.gaithersburgmd.gov

Artist and Craft Vendor Permit Rules and Regulations

The City of Gaithersburg is providing artist and craft vendors with the opportunity to sell original artist-created works, within certain guidelines, at designated locations. Unless otherwise noted, the dates in which vendors may set up and sell are from the first Saturday in May through the Saturday before Thanksgiving. Vendors must be within the following designated areas (site map issued with permit):

- **Main Street Pavilion in the Kentlands – Saturday Tailgate Farmers Market**
Saturdays: 10 a.m. – 2 p.m.
- **City Hall Concert Pavilion** (*June through early-August - only during our ON STAGE events*)
Mondays & Thursdays: 10 a.m. - noon
Fridays in June, July & August: 6 p.m. - 9 p.m.
Please check the concert schedule for day and time exceptions at www.gaithersburgmd.gov/onstage
Friday dates not included in this permit program are: June 4, July 2, July 9 and August 6, 2010

The permit application must be completed, signed and returned with the appropriate fee(s) to the Department of Parks, Recreation and Culture. Checks should be made payable to the City of Gaithersburg. After receipt and approval of your application, an *Artist & Craft Vendor Permit* will be issued.

Safety Concerns are a priority for the City. All vendor inventory, equipment, and supplies are the responsibility of the artist/vendor and must not present a hazard to the public.

Vendors must display their permits in a **prominent location** at all times during vending hours. Spaces are available on a first come basis.

Vendor space should be measured by the dimensions of 10 x 10 feet. The honor system will be in force and any conflicts or complaints will be arbitrated by City staff. Violations or problems may result in the revoking of the problematic vendor's right to participate.

Please submit comments and/or suggestions in writing within three (3) business days of violation or problem occurrence to the Department of Parks, Recreation and Culture, c/o Denise Kayser, Cultural Arts Director.

Participants agree that their set-up will be within the specified space boundaries and locations and that their display will not obstruct, block, or interfere with neighboring vendors or pedestrian and auto traffic right-of-ways. Participants agree to provide their own tables, chairs, canopies, etc. and to display items appropriately within their designated space(s).

At the Main Street Saturday Tailgate Farmers Market, we expect that the Pavilion space will be filled by farm booths in 2010. If space is available under the Pavilion after 9:30 a.m., once the farmers have set up, then artists & crafters **may share the area with no guarantee of minimum vendor space.** Artist & Craft Vendors who wish to have a 10 x 10 foot space will need to set up on the brick or in the grassy area. The honor system will be in force and any conflicts or complaints will be arbitrated by City staff. Violations or problems may result in the revoking of the problematic vendor's right to participate.

All equipment (tables, canopies, boards, shelves, etc.) **must** be safely and properly secured in the event of adverse weather conditions.

Participants are responsible for ensuring that their respective spaces are left clean and free of ALL TRASH.

The City reserves the right to restrict or prohibit the sale and display of any item(s) deemed inappropriate. These spaces are for the sole purpose of vending handmade products and arts and crafts. **No other** solicitations are allowed.

Participants agree not to have pets (except service or assistance dogs), alcohol, weapons or illegal/harmful substances with them while selling merchandise on City property.

Participants 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.

Participants agree to be cooperative with the City of Gaithersburg’s agent(s), the Market Master (if applicable) and other vendors so as to have a pleasant and orderly market.

Participants assume all responsibility for any loss, damage, claim or other injury to themselves, their employees, the City or to third parties resulting from use of the site by participants, or by reason of participants, 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 participants use the space, 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.

This permit does not include participation in City-sponsored events, festivals or flea markets, which require separate fees and pre-registration.

Interpretation of these guidelines is at the discretion of the City staff.

FEES:

<u>Artist & Crafter – items handmade by vendor</u>		<u>Commercial Crafter – items handmade by someone other than vendor</u>	
City of Gaithersburg Resident	\$70.00	City of Gaithersburg Resident	\$125.00
Nonresident	\$80.00	Nonresident	\$145.00

There will be **NO** refunds once the permit has been issued.

Maryland State Sales Tax

It is the vendor’s responsibility to collect sales tax and all vendors are required to have a MD state tax number. This is an easy procedure, and one that is essential and must be followed. For more information call the MD Sales Tax Division at 1-800-492-1751.

A signed registration form and fee must be submitted to:
Artist and Craft Vendor Permits
City of Gaithersburg
Department of Parks, Recreation and Culture
506 South Frederick Avenue
Gaithersburg, MD 20877

Email address: nwilde@gaitersburgmd.gov or artsbarn@gaitersburgmd.gov

Incomplete applications will be returned.

QUESTIONS? Please call: 301-258-6350 x123

City of Gaithersburg
Department of Parks, Recreation and Culture
506 S. Frederick Avenue
Gaithersburg, MD 20877
301-258-6350 FAX # 301-948-8364



LOCATIONS:
Main Street Pavilion Park
City Hall Concert Pavilion

ARTIST AND CRAFT VENDOR PERMIT PROGRAM

Please **PRINT**

Business Name (if Applicable) _____

Artist's Name _____

Address _____ City Resident Nonresident

City/State _____ Zip Code _____

Phone _____ - _____ - _____ Work/Cell Phone _____ - _____ - _____ Email _____

Fax _____ - _____ - _____ Website _____ Maryland State Tax # _____

Please check box if we may share your contact information with other participating artists.

Description of original artist created work to be sold. Include a minimum of 3 photos. If you wish submitted materials to be returned, you must enclose a **self addressed stamped envelope**. Use reverse of this application if more space is needed.

Fees:

Artist & Crafter = items handmade by vendor	Commercial Crafter = Items handmade by someone other than vendor
City of Gaithersburg Resident \$70.00	City of Gaithersburg Resident \$125.00
Nonresident \$80.00	Nonresident \$145.00

There will be no refunds once the permit has been issued.

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Requests must be made prior to the start of the program. Please indicate what accommodations are necessary.

I certify that the information contained in this application is true, and I will personally be responsible for ensuring the space plan for the Artist & Craft Vendor Program will be carried out in conformance with this application. I further understand that I must have a Maryland Sales Tax # in order to sell and, if applicable, a Montgomery County Health Permit.

I certify that I have read, or have been given the opportunity to read, fully understand and agree to abide by R-73-05 (sent upon request), and amendments thereto, the Artist and Craft Vendor Permit Rules and Regulations, this agreement and any other applicable law or resolution that is in effect as of the annual starting date of this permit program.

Participation in the Artist & Craft Vendor Permit Program by groups or organizations other than the City of Gaithersburg officials, departments or committees does not constitute City of Gaithersburg endorsement.

Signature _____ Date _____

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

Amount paid \$ _____ Cash _____ Check # _____

VISA/MC # _____ Exp. ____/____

Print Name _____ (name on card)

Signature _____

Office Use Only:

Rec'd _____

W P M F

Resident: Y N

Pr: _____

RW # _____

ACV22503