



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

## THE MARKET IN OLDE TOWNE FACT SHEET

The entrance for vendors will be at City Hall, 31 S. Summit Avenue, Gaithersburg, MD 20877 (next to Gaithersburg Post Office). The Markets In Olde Towne will be held on the 4<sup>th</sup> Saturday of each month: May 28, June 25, July 23, August 27, September 24 & October 22, 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, Recreation and Culture 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 may register for The Markets. Each space is **APPROXIMATELY** 18' X 16' (2 parking spaces). Confirmation of space assignments will be mailed approximately 1 week before the requested Market date. Please follow staff instructions at the event for your space assignment.

**Incomplete applications will be returned to vendor.**

### FEE

City Residents	\$25.00 per space
Nonresidents	\$30.00 per space

\*We will not take any special request or space assignments.

\*You are responsible for your setup (tables, chairs, and canopies).

### TAX INFORMATION

The City is required by the State of Maryland to provide all 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 will be assigned one by the State. You are required by the State to pay 6% sales tax on items sold, regardless if the items are new or used.

### REFUNDS

The Market In Olde Towne is considered a rain or shine event. There will be NO refunds unless the city cancels the event. The City will not cancel this event unless it is absolutely necessary. **If the weather is questionable on the day of the event, please call 258-6350 ext. 129 to determine the status of event. Information will only be recorded if the event is canceled. You may also check the status online at: [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)**

## CHECK IN & SETUP

A CITY STAFF PERSON MUST CHECK YOU IN!! Please have your confirmation information with you. Check-in time is between 7- 8 a.m. Your setup time will be on your confirmation letter. DO NOT ARRIVE PRIOR TO YOUR CONFIRMATION TIME. We will not allow any vehicles into the Market after 8:30 a.m.

Vendors agree to sell items only from their assigned space(s). All cars will be PARALLEL parked. Your vehicles may not pull in or back in. Vendors agree that their setup 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.

**\*\* If your car is larger than the below mentioned examples, you MUST call the supervisor for prior approval and your options will be discussed. Vehicles are assumed to be the size of a family car (ex. Camry, Honda, small SUV or Rav4) or family minivan.**

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 Market boundaries at any time.

There is no smoking permitted within your designated space.

Vendor's booths 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.

## CLEANUP

Vendors are responsible for insuring that their respective space(s) are left clean and free of ALL TRASH. We will have a dumpster on site for your convenience. We try to have a nonprofit organization present to take donations at the end of the event.

All vendors MUST STAY UNTIL 1 P.M.! All vendors MUST LEAVE THE PREMISES BY 2 P.M.!

## 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.

**If you have any questions about The Market In Olde Towne, please call or e-mail the program coordinator, Sarah Messier (smessier@gaitthersburgmd.gov), 301-258-6350 ext. 129 prior to signing and submitting the application.**

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



Olde Towne Gaithersburg  
Entrance at City Hall  
31 S. Summit Avenue  
Gaithersburg, MD 20877  
4<sup>th</sup> Saturday of each month  
May - October  
9 a.m. - 1 p.m.

## 2011 THE MARKET IN OLDE TOWNE APPLICATION

**Please PRINT**

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

E-mail \_\_\_\_\_ MD Tax ID # \_\_\_\_\_

Car Make & Model \_\_\_\_\_ Tag # \_\_\_\_\_

**ITEMS TO BE SOLD: GIVE A COMPLETE DESCRIPTION OF ITEMS TO BE SOLD. THIS AREA MUST BE COMPLETED OR APPLICATION WILL BE MAILED BACK.**

**REGISTRATION STARTS: Wednesday, March 23, 2011**

**Who is a resident?** All persons who reside within Gaithersburg corporate City limits are residents. Montgomery Village **IS NOT** within the City limits.

**The Market In Olde Towne Dates for 2011**

- |   |        |                   |
|---|--------|-------------------|
| <input type="checkbox"/> Saturday, May 28       | #33002 | # of spaces _____ |
| <input type="checkbox"/> Saturday, June 25      | #33003 | # of spaces _____ |
| <input type="checkbox"/> Saturday, July 23      | #33004 | # of spaces _____ |
| <input type="checkbox"/> Saturday, August 27    | #33005 | # of spaces _____ |
| <input type="checkbox"/> Saturday, September 24 | #33006 | # of spaces _____ |
| <input type="checkbox"/> Saturday, October 22   | #33007 | # of spaces _____ |

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

**CITY RESIDENT**

\$25

**NONRESIDENT**

\$30

**VENDORS WITHOUT A MARYLAND TAX ID # WILL BE ASSIGNED A TEMPORARY TAX ID NUMBER BY THE MARYLAND COMPTROLLER'S OFFICE - SEE FACT SHEET FOR MORE INFORMATION.**

In registering for the City of Gaithersburg's Market In Olde Towne, 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 Market In Olde Towne'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 Market In Olde Towne in 2011.

**MUST READ INFORMATION**

**Thank you for applying for The Market In Olde Towne. This is a NEW program. It is important that you understand the Fact Sheet and call the program coordinator, Sarah Messier, with any questions, before signing this application.**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**OFFICE USE ONLY:**

**SUMMER 2011**

- May 28 - # 33002**       **July 23 - #33004**       **September 24 - #33006**  
 **June 25 - #33003**       **August 27 - # 33005**       **October 22 - #33007**

Rec'd \_\_\_\_\_ Resident: Y N    W P M F    Pr: \_\_\_\_\_ Date \_\_\_\_\_