

# 30th Annual Celebrate Gaithersburg



in Olde Towne

## FOOD VENDOR Application

Sunday, September 18, 2011  
Noon to 5 p.m.

in the heart of Gaithersburg's Historic  
Business District

301-258-6350  
[www.gaithersburgmd.gov/celebrate](http://www.gaithersburgmd.gov/celebrate)



# Food Vendor Terms & Conditions

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

## Celebrate Gaithersburg

Sunday, September 18, 2011 • Noon to 5 p.m.

City Resident Vendors - \$225 per space. Nonresident Vendors - \$250 per space. Extra space \$150 - Maximum of two spaces. This is considered a RAIN or SHINE event. You are responsible for covering your merchandise in case of rain.

## Festival Regulations

The festival staff reserves the right to have exhibitors remove unacceptable items, or relocate, or dismiss any participant. The staff has the right to ask vendors to remove any objects they deem objectionable or inappropriate. No alcoholic beverages, pets (except guide dogs), skateboards, roller blades, bicycles, or weapons are permitted within the festival.

## Photos

Photographs submitted may be used by the City of Gaithersburg to promote the festival. Also, please note that photographs taken during the event may be used in future promotional materials.

## Important Tax Information

The State of Maryland requires any person selling used items as a business or selling new products to charge 6% sales tax and have a Maryland Tax number. Vendors' names will be submitted to the Maryland State Comptroller's Office. If you do not have a Maryland Tax number, call the Maryland Sales Tax division at 410-767-1300 or apply online at [www.marylandtaxes.com](http://www.marylandtaxes.com).

## Times

- Setup time: Your arrival time will be noted on your entrance pass. Setup will be between 7:30 – 10 a.m. **(Please note: Passes and directions will be mailed in September.)** The streets will be closed to all traffic at approximately 10 a.m. Please plan enough time for setup. You must unload and move your vehicle to the assigned parking area before starting setup.
- Food must be sold from Noon to 5 p.m.
- Health Department will arrive at approximately 10:30 a.m. to begin inspections.

## Setup/Parking

- Setup location and directions will be sent with acceptance letter.
- Setup will be within the specified space boundaries and all displays cannot obstruct, block or interfere with neighboring vendors or pedestrians and auto traffic right-of-ways.
- All equipment must be safely and properly secured in the event of adverse weather conditions.
- No pets, alcohol, weapons or illegal/harmful substances are allowed while selling on City property.

## Breakdown

- Do not breakdown your display until 5 p.m.
- A \$100 TRASH/EQUIPMENT FEE will be billed to you if your area is not completely cleaned after the event. (No dumping of water, oil, etc.)
- At the end of the festival, **your vehicles cannot be brought into the festival area until authorization is given by the City police.**

## Booth/Vendor Information

- Vendors must obtain proper permits from Montgomery County Health Department and be in compliance with their rules and regulations during the event. Please contact Montgomery County Health Dept. at 240-777-3986 or on line at [www.montgomerycountymd.gov/licensure](http://www.montgomerycountymd.gov/licensure). You must submit your health permit to the **Montgomery County Health Department (240-777-3986) no less than fifteen business days before event.** Please stock your hand washing area with two 2.5 gallon plastic water containers with pull out spouts and other items according to **Montgomery County Health Department** regulations.
- Please provide Certificate of Liability Insurance to the City at above address **no later than Sept. 1st.**
- Do not leave your booth unattended. The City of Gaithersburg is not responsible for your booth or equipment.
- Please stay within your 10'x20' space, keeping it neat and in good order at all times.
- It is strongly suggested that all employees wear identifying shirts, hats, name tags, etc.

## Electricity/Water

There will be **no electricity or water available.** Vendors providing their own generators are required to barricade them for safety.

## Tables/Chairs/Canopies

**It is mandatory that you bring your own tables, chairs and canopies. If the festival plan is changed to provide these items you will be notified.**

**Celebrate Gaithersburg**  
**Sunday, September 18, 2011 • Noon to 5 p.m.**

**Food Vendor Application**

Application does not guarantee acceptance and placement in festival. The event organizers will use a selection process to provide the greatest variety of vendors to enhance the festival experience for those attending. Vendors who are not selected will receive a refund.

Food vendor spaces are 10'x20'. Each food vendor must have a Montgomery County Health Department permit. Please call 240-777-3986 for permit information. Vendors must provide their own supplies such as water, power, tables, etc., and must clean up their site after the Festival is over, including removal of waste water.

**Please complete application** - (Please print or type)

Applicant's Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email (MANDATORY) \_\_\_\_\_

Maryland Tax # \_\_\_\_\_

City of Gaithersburg Resident       Nonresident

Please mark the number of spaces desired below and complete the appropriate information on the reverse side of this form. **Incomplete applications will be returned and NOT processed.** Resident fees apply to those businesses or persons who live within the incorporated city limits of Gaithersburg.

**Food Vendor Fees**

	<b>Resident</b>	<b>Nonresident</b>
_____ One (1) 10' x 20' space.....	\$225	\$250
_____ Additional 10' x 10' space.....	\$150	\$150
	TOTAL FEES: \$ _____	
	+ late fee \$20 after August 5, 2011	

Early application deadline is Friday, August 5, 2011. After August 5 a late fee of \$20 will be applied and applications will only be accepted while space is available. No applications will be accepted after September 1, 2011.

**Food Vendor Information**

The number of food vendors permitted is limited. Please submit the following items with your applications:

- Full menu with prices
- Photo of booth and site plan (drawing of your set up)
- Copy of Certificate of Insurance - MANDATORY
  
- Type of booth       Tent                       Trailer                       Truck
- Generator               Yes                       No
- Montgomery County Health Permit (Please send copy after acceptance into festival.)

**Application continues →→**

## Accommodations

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

## All Applicants

I certify that I have read and fully understand the Celebrate Gaithersburg Fact Sheet and that the information contained in this application is true, and I will personally be responsible for ensuring that the space plan for Celebrate Gaithersburg Day will be carried out in conformance with this application. I further understand that I must have a Maryland State Tax ID#, and if applicable, a Montgomery County Health permit in order to sell anything at the festival.

I certify that I have read, or have been given the opportunity to read, and fully understand R-73-05 (sent upon request), any amendments thereto, the Festival Rules and Regulations (Fact Sheet), this Agreement, and any other applicable law or resolution that is in effect as of the date of Celebrate Gaithersburg in Olde Towne.

By participating in this City of Gaithersburg festival you agree that you or anyone entitled to act on your behalf, together with the organization you represent (if any), hereby waive and release the City of Gaithersburg and the organizers of the festival, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of your participation in the festival, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in Celebrate Gaithersburg Day by groups or organizations other than City of Gaithersburg officials, departments or committees does not constitute City of Gaithersburg endorsement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Mail application and fees to:

Celebrate Gaithersburg  
506 S. Frederick Avenue  
Gaithersburg, MD 20877

Make checks payable to **"City of Gaithersburg."**

Resident  Nonresident  If after August 5, 2011 add \$20 late fee

Amount paid \$ \_\_\_\_\_ (Booth space fee + extra space fee if desired + late fee if applicable)

Cash  Check # \_\_\_\_\_  Credit Card - Circle One: VISA/MC/DISC # \_\_\_\_\_

Exp (month/year) \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

Office Use Only: Dept. Key #98

Rec'd: \_\_\_\_\_ Initials: \_\_\_\_\_

W P M F Resident: Y N

Pr: \_\_\_\_\_ Date: \_\_\_\_\_