



31st Annual CELEBRATE GAITHERSBURG

in Olde Towne • September 16, 2012 • Noon to 5 p.m.

in the heart of Gaithersburg's Historic Business District

VENDOR APPLICATION

NEW this year! Celebrate Gaithersburg in the Zone!

- **Healthy Choices Zone** –
Promoting fitness & health with businesses and vendors
- **Kidz Zone** –
The fun place to be with Activity Booths (face painting, sand art, plaster craft, etc.)
& vendors of children's items
- **Green Zone** –
Championing vendors that encourage smart ways to live a greener lifestyle
- **Global Zone** –
Showcasing culturally diverse entertainment, vendors and artisans
- **Tasty Zone** –
Featuring 12 local restaurants in the "Taste of Gaithersburg"



301-258-6350 • www.gaithersburgmd.gov/celebrate

31st Annual CELEBRATE GAITHERSBURG



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

Setup

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 car to the assigned parking area, before starting setup.**

Vendor Spaces

All spaces are 10' x 10'.

All vendors must provide and are responsible for their own equipment (canopy, tables and chairs) and must stay within their assigned space. **Booths must be dismantled promptly at 5 p.m. but not before.**

Vehicles

Only one vehicle will receive a pass to enter and park within the festival area. **Limited additional entrance passes for unloading purposes may be requested prior to September 7.** All other vehicles must find alternate parking at Gaithersburg High School or the Activity Center (2 blocks from festival) or use the free shuttle service from Lakeforest Mall. Please call 301-258-6350 prior to September 7 with any questions concerning passes.

At the end of the festival, vendor vehicles will not be allowed to re-enter the festival area until police deem it safe to open roads and the all-clear announcement is made.

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.

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.

Food

No food items or drinks may be sold by any vendor except for festival-approved food vendors preauthorized by the Montgomery County Health Department.

A separate "Taste" and food vendor applications are available. Call 301-258-6350 for information and applications.

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.

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.

Simplify your life! Consider becoming a SPONSOR to have canopy, table and chairs provided.

Refunds/Rain Policy

There will be **NO** refunds! **This is considered a RAIN or SHINE event.** You are responsible for covering your merchandise in case of rain. If the City cancels the event due to public safety concerns, a refund will be granted.

Other Promotional Opportunities

Looking for an opportunity to connect with thousands of potential customers? A variety of **sponsorship** levels are available, and can be tailored to meet your marketing objectives. Please call 301-258-6350 and ask for information about Festival sponsorship.

Please detach and keep this page for your reference.

31st Annual CELEBRATE GAITHERSBURG 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.

Please complete application - (please print or type)

Applicant's Name _____

Business Name _____

Address _____

Work Phone _____ Home Phone _____

Cell Phone _____ Fax _____

Email (MANDATORY) _____

Maryland Tax # _____ Website _____

City of Gaithersburg Resident Nonresident

Please check a vendor type below and complete the appropriate information below and on the reverse side of this form. **Incomplete applications will be returned and NOT processed.** Resident fees apply to those businesses or persons who reside within the incorporated City limits of Gaithersburg.

Vendor Type Applications are by vendor type. You will be assigned to your Zone. (Food vendors must use separate "Taste" or Food vendor application)

	Resident	Nonresident
<input type="checkbox"/> Commercial Vendor (Business, merchant, home-based product sales, commercial crafters).....	\$125	\$145
<input type="checkbox"/> Political Candidate	\$ 40	\$ 50
<input type="checkbox"/> Nonprofit Organization.....	\$ 30	\$ 50
<input type="checkbox"/> Artisan.....	\$ 50	\$ 70
<input type="checkbox"/> Activity Booths (<i>sandart, plaster craft, face painting, carnival games, etc.</i>).....	\$ 75	\$100

Early application deadline is **Friday, August 10, 2012**. After August 10 a late fee of \$20 will be applied and applications will be accepted only while space is available. **No applications will be accepted after September 7, 2012.**

Please Complete Information Indicating the Type of Vendor you are:

Artisan Information - Items must be handmade by vendor

- No electricity, canopies, tables or chairs are provided. ■ Include website URL or photographs representative of your items. ■ Describe all items you would like to sell. Be specific. _____

Application Continues →→

Commercial Vendor Information - all other businesses, professionals and merchants

■ No electricity, tables, chairs or canopies are provided. ■ If selling items you must include photographs representative of your items. ■ Describe all items you would like to sell or distribute (handouts, literature, giveaways): _____

Simplify your life! Consider becoming a SPONSOR to have canopy, table and chairs provided.

Nonprofit and Political Information:

■ No electricity, tables, chairs or canopies are provided. ■ What does your nonprofit organization promote? Be specific: _____

■ Describe all items you would like to sell or distribute (handouts, literature, giveaways) and/or any activities/games you plan to run: _____

Activity Booth Information:

■ No electricity, tables, chairs or canopies provided. Include photograph of set up and/or layout chart. Describe activity and include prices charged. _____

Attention Vendors

Opportunities may exist to reduce the fee if you are able to provide interactive displays and free activities that would enhance the overall festival activities. Please contact us as soon as possible to discuss options.

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 _____

Office Use Only: Dept. Key #98

Rec'd: _____ Initials: _____

W P M F Resident: Y N

Pr: _____ Date: _____

Mail application and fees to:

Celebrate Gaithersburg, 506 S. Frederick Avenue, Gaithersburg, MD 20877

Make checks payable to "City of Gaithersburg"

Vendor Type:	# of spaces:	Fee: (Res or NonRes)	Late Fee: (if after 8/10/12)	Total Paid:
Artisan	_____	X \$ _____ +	\$ _____ =	\$ _____
Commercial Vendor	_____	X \$ _____ +	\$ _____ =	\$ _____
Nonprofit Organization	_____	X \$ _____ +	\$ _____ =	\$ _____
Political Candidate	_____	X \$ _____ +	\$ _____ =	\$ _____
Activity Booth	_____	X \$ _____ +	\$ _____ =	\$ _____

Cash Check # _____ Circle one: VISA/MC/DISC # _____ Exp. (Month/Year) _____

Print Name: _____ Signature: _____