



# Vendor Application & Agreement

**Application Deadline: April 1, 2012**

**Event information: Sunday, April 29, 2012 • 12 – 4 p.m.**

**Bohrer Park at Summit Hall Farm**

506 South Frederick Avenue

Gaithersburg, MD 20877

Please complete this application and return all checks with payment to:

Paws in the Park, 506 S. Frederick Ave., Gaithersburg, MD 20877

or fax to 301-948-8364, attn. Mark Winans

**VENDOR INFORMATION**

Company/Organization Name \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

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

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

Email \_\_\_\_\_ Website \_\_\_\_\_

\*Sales Tax ID # or Nonprofit # (if applicable): \_\_\_\_\_ **MCHS Tax ID: 52-6044968**

\*The State of Maryland requires any person selling used or 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. A temporary Maryland sales tax # will be assigned to you if you do not have one already.

**BOOTH INFORMATION**

Exhibitors: I plan to (please check all that apply):

Hand out information/giveaways    Collect donations    Sell (List all items: \_\_\_\_\_)

If you plan to provide a service or demonstration, please describe: \_\_\_\_\_

Food Vendors: Along with your application, please submit:

- Full menu with prices   • Photos of booth   • Copy of Certificate of Insurance – **MANDATORY**
  - Copy of Montgomery County Health Permit (please call MC Dept. of Health and Human Services for details)
- Type of set-up: \_\_\_\_\_ Tent \_\_\_\_\_ Trailer \_\_\_\_\_ Truck /   How many 10 x 20 spaces are required? \_\_\_\_\_
- Use of generator: YES NO (if yes, it must be barricaded for safety)

**FEES:** (all fee categories also include listing on MCHS and City of Gaithersburg event webpages)

- ( ) \$350 (Includes **two** 10'x10' spaces with tents, two 6' rectangular tables, and 4 chairs)
- ( ) \$200 (Includes **one** 10'x10' space with tent, one 6' rectangular table, and 2 chairs)
- ( ) **Early Bird Discount:** \$175 if you sign up before March 1  
(Includes **one** 10'x10' space with tent, one 6' rectangular table, and 2 chairs)
- ( ) \$100 (I will bring a 10'x10' tent. Includes one 10'x10' space, one 6' rectangular table, and 2 chairs)
- ( ) FOOD VENDOR - \$100 per 10' x 20' space

**Amt. Paid** \_\_\_\_\_ **Payment:**  Check (payable to **MCHS**)    Visa    MasterCard    Discover

**Credit Card #** \_\_\_\_\_ **Exp. Date** \_\_\_\_\_

**Name on Card** \_\_\_\_\_ **Signature** \_\_\_\_\_

## Vendor Rules and Regulations

1. The Montgomery County Humane Society (MCHS) and the City of Gaithersburg (COG) reserve the right to prohibit any exhibit or portion of an exhibit which in its opinion is not in character with its mission.
2. The Vendor understands that no water or electricity will be supplied (except drinking water made available to dogs).
3. The Vendor agrees that no display may be dismantled or goods removed before 4 p.m.
4. Vendors who prepare, sell, or give away food and beverage items will require a permit from Montgomery County Dept. of Health and Human Services (MCHS and COG will not be responsible for obtaining or paying for any required permits). The Vendor further agrees to hold MCHS and COG harmless for any and all damages, fines, and/or penalties incurred as a result of a food and/or beverage vendor's failure to comply with all Montgomery County Dept. of Health and Human Services regulations. For permitting information call 240-777-3986.
5. The Vendor is prohibited from using the COG, MCHS or Paws in the Park logo for any purpose without the express written permission of MCHS.
6. Neither MCHS nor COG shall be held liable for any damages, whether direct, indirect, general, special, consequential, punitive, or otherwise to the vendor, its products or exhibit, its agents, and employees or visitors, its exhibit whether occasioned by MCHS or COG, or either of their agents, volunteers or employees, or by another Vendor, and its agents and employees.
7. The Vendor understands that if weather conditions cause the event to be cancelled, no refund will be issued.

***I understand that any violation of any part of this agreement shall, at the election of the City and/or MCHS, result in the revocation and forfeiture of all rights and privileges, present and/or future, granted by the City and/or MCHS to the vendor, and in the event of such breach by the vendor and the election by the City and/or MCHS, all sums paid by the vendor to MCHS shall be forfeited to MCHS as liquidated damages. I understand that I will not hold the City and/or MCHS responsible if I do not make a profit. I am responsible for providing table covers and other miscellaneous items necessary for my booth operation. I hereby release the City of Gaithersburg and the Montgomery County Humane Society from all responsibility for theft or damage to any items involved with my booth operation.***

I \_\_\_\_\_, an authorized agent of \_\_\_\_\_  
acknowledge and agree to the above Vendor Rules.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please make and keep a copy of these rules and regulations for your records

### Vendor Schedule

Begin Set-up	9am
Begin Clean-up	4pm
End Clean-up	5pm

### Vendor contact:

Mark Winans  
301-258-6350 x128

[mwinans@gaitthersburgmd.gov](mailto:mwinans@gaitthersburgmd.gov)



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**A CHARACTER COUNTS! CITY**



MONTGOMERY COUNTY  
**Humane Society**  
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