

City of Gaithersburg
 Parks, Recreation, and Culture
 506 S. Frederick Avenue
 Gaithersburg, MD 20877
 301-258-6350 Fax: 301-258-6349
khux@gaithersburgmd.gov
www.gaithersburgmd.gov



Main Street Farmers' Market
 301 Main Street, Gaithersburg, MD 20878
 Saturdays, May 5 – November 17
 10 a.m. – 2 p.m.

Children's Entertainment
 City Hall Concert Pavilion
 31 S. Summit Ave., Gaithersburg, MD 20877
 Thursdays, June 7 – August 9
 10 a.m. – 12 noon

2012 ARTIST AND CRAFT VENDOR PERMIT APPLICATION

Please Print Legibly or Type

Artist's Name _____ Business Name _____

Mailing Address _____

Home # _____ Cell # _____ Fax # _____

E-mail _____ Website _____

MD Tax ID # _____ (All vendors are required to obtain a MD Tax ID #. Call 410-767-1300 for more information.)

Have you been juried by us previously? Yes No If yes, when? _____ (year) Item Price Range: \$ _____ - _____

Please provide a description of your art/craft in priority order to allow us to properly categorize your work for jurying.

Send 3-5 photographs/ digital photos on CD, and 1 hardcopy display photo. No Polaroid's please. Display photo will be retained with this application. For the return of photographs/discs, please enclose a self-addressed stamped envelope.

FEES

- Artist and Crafter – items handmade by vendor
 - City Resident: \$80
 - Nonresident: \$90
- Commercial Crafter – handmade by someone else
 - City Resident: \$130
 - Nonresident: \$150
- Single Day (date must be approved)
 - City Resident: \$20
 - Nonresident: \$25
 - Date requested: _____
- Space under the Pavilion (additional fee)
 - City Resident: \$15
 - Nonresident: \$20

LOCATION

(Select one or both)

- Main Street Pavilion
 City Hall Concert Pavilion

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 Tax ID # in order to sell and, if applicable, a Montgomery County Health Department 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 Fact Sheet, this application, and any other applicable law or resolution that is in effect as of the annual starting date of this permit program.

I understand that the market will be held even in bad weather and that the choice to participate is entirely mine to make. I assume all responsibility for any loss, damage, claim or other injury to myself, my family, my employees, the City or to third parties resulting from use of the site by myself as a participant, or by reason of participants, their employees, agents, representative, 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.

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

 Signature

 Date

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

Amount Paid \$ _____ Cash Check # _____

VISA/MC/DISC # _____ Exp. ____/____

Signature _____

Print Name _____

Office Use Only: Artist & Craft Vendor Permit
Artist and Craft Vendor Permit - #34724

Single Day (POS) – (NR) #802 or (Res.) #803

Rec'd: _____ W E M F Resident: Y N

Date: _____ Initials: _____



Gaithersburg
A CHARACTER COUNTS! CITY

Department of Parks, Recreation and Culture
506 S. Frederick Avenue
Gaithersburg, MD 20877
301-258-6350 • www.gaithersburgmd.gov

2012 Artist and Craft Vendor Permit Fact Sheet

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 Farmers Market**
Main Street Pavilion in the Kentlands, 301 Main Street, Gaithersburg, MD 20878
Saturdays, May 5 – November 17
10 a.m. – 2 p.m.
- **Children’s Entertainment**
City Hall Concert Pavilion, 31 S. Summit Avenue, Gaithersburg, MD 20877
Thursdays, June 7 – August 9
10 a.m. – Noon

REGISTRATION

REGISTRATION BEGINS: City Residents: Feb. 6, 2012 Nonresidents: Feb. 13, 2012

	<u>*Artist and Crafter</u>		<u>**Commercial Crafter</u>
City of Gaithersburg Resident	\$80.00	City of Gaithersburg Resident	\$130.00
Nonresident	\$90.00	Nonresident	\$150.00
	<u>Additional Fee for Space Under the Pavilion</u>		<u>***Single Day Market Fee</u>
City of Gaithersburg Resident	\$15.00	City of Gaithersburg Resident	\$20.00
Nonresident	\$20.00	Nonresident	\$25.00

***Items must be entirely handmade by vendor. Permit is for entire season.**

****Items are handmade by someone else and resold by vendor. Permit is for entire season.**

*****Must have date approved in advance by market coordinator. Permit is only good for the one day that was approved.**

Permit applications must be complete, legible, signed and returned with the appropriate fee(s) to:

Department of Parks, Recreation and Culture
Attn: Kristen Hux
506 South Frederick Avenue
Gaithersburg, MD 20877

Make checks payable to the “City of Gaithersburg.” After receipt and approval of your application, an *Artist & Craft Vendor Permit* will be issued. **Incomplete applications will be returned. There will be NO refunds once the permit has been issued.**

MARYLAND STATE SALES TAX

All vendors are required to have a MD Tax ID # and are responsible for obtaining that number from the Maryland Comptroller’s Office. Please contact their offices at 410-767-1300 or go to www.marylandtaxes.com.

SPACE ASSIGNMENTS

Spaces **outside the pavilion structure** at the Main Street Farmers Market are available the day of each market on a first come first served basis. Vendor space should be measured by the dimensions of 10 x 10 feet. Spaces will be temporarily marked and numbered in May and maps will be distributed. Vendors may set up only in the spaces outlined in the map.

Spaces **under the pavilion structure** at the Main Street Farmers Market will be assigned on a first to apply first to be accepted basis. There are ten spaces available to Artist and Craft vendors, under the pavilion. The first ten applicants who apply and pay the additional fee for the space under the pavilion will be assigned to those spaces. Applicants who wish to have a space under the pavilion are encouraged to apply early. If a vendor applies and pays the fee for a space under the pavilion and is not accepted, your additional fee will be refunded. Vendor space under the pavilion will be approximately 6 x 8 feet. Spaces will be temporarily marked and numbered in May and maps will be distributed. You will need to be in your space no later than 9 a.m. or have notified the Market Master, and/or one of the other vendors that you are on the way. Empty pavilion spaces will be made available to other vendors starting promptly at 9 a.m. If you are assigned a space under the pavilion, and know that you will not be attending a market day, please contact Kristen Hux no later than 2 pm the Friday before the market date that you know you will be missing.

(Please turn over)

RULES AND REGULATIONS

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.

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).

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 and other vendors, so as to have a pleasant and orderly market.

Participants understand that the market will be held even in bad weather and that the choice to participate is entirely theirs to make. 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.

For more information, please contact Kristen Hux at khux@gaitthersburgmd.gov or 301-258-6350.