



Department of Parks, Recreation, and Culture
506 S. Frederick Ave.
Gaithersburg, MD 20877
(301) 258-6350 x162

2012 INDOOR FLEA MARKETS FACT SHEET

Dates: Saturday, February 25 and Saturday, March 24

Time: 9 a.m. – 1 p.m.

Location: Montgomery County Fairgrounds

REGISTRATION

Registration Begins: Residents: November 21, 2011 Non-Residents: November 28, 2011

Registration forms must be complete and legible, and returned with the appropriate fee(s) in person or by mail to the Department of Parks, Recreation, and Culture, 506 South Frederick Avenue, Gaithersburg, MD 20877, Attn: Kristen Hux. Forms may also be faxed to (301) 258-6349 using Visa, MasterCard, or Discover.

Incomplete applications will be returned.

Individuals and organizations may register for one or two tables per market date. Space assignments will be made by the City staff. Confirmation of space assignments will be mailed one week prior to the scheduled Flea Market date(s).

FEES

	City Residents	Non Residents
Used	\$17 per space	\$22 per space
New/Commercial**	\$22 per space	\$27 per space

- Each space is approximately 8' X 10'.
- One table and two chairs are included, per space.
- Table size may vary between 6' and 8'.
- NO SPECIAL REQUESTS WILL BE MADE.

**Please note that New/Commercial refers to items that have never been used and/or items solicited by a commercial business (Tupperware, Mary Kay, etc.). A limited number of applications for selling New/Commercial items will be accepted for each Flea Market. It will be at the discretion of the City staff to determine the category (New or Used) of a vendor's merchandise.

REFUNDS

NO refunds will be issued unless the event is canceled by the City. Flea Markets are held during rain or snow. The City will not cancel this event unless safety is a concern. **If the weather is at all questionable, please call (301) 258-6350 or check our website www.gaithersburgmd.gov for the status of the Flea Market.**

CHECK IN & SET-UP

A CITY STAFF PERSON MUST CHECK YOU IN PRIOR TO SETTING UP! Please have your confirmation information with you. Check-in time is between 7-8 a.m. If a vendor is not in his/her assigned space(s) by the 8 a.m. deadline, staff reserves the right to assign the space to another individual. Set-up must be completed by 8:45am.

(Please turn over)

Vendors agree to sell items only from their assigned space(s). Vendors agree that their set-up 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.

NO WEAPONS, KNIVES, SWORDS, ETC., NOR ADULT ONLY (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, and may ask vendors in violation to remove items or close the booth space.

Vendors agree to have **NO PETS, ALCOHOL** or **ILLEGAL SUBSTANCES** within the Flea Market boundaries at any time.

There is **NO SMOKING** in the building.

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.

CLEAN-UP

- Vendors are responsible for insuring that their respective space(s) are **clean and free of ALL TRASH**. All items not sold must be removed from your space and taken with you. If vendors violate this rule, they may not be permitted to participate in future City Flea Markets.
- All vendors **MUST STAY UNTIL 1 P.M.!**
- All vendors **MUST LEAVE THE PREMISES BY 2 P.M.!**
- All items must be packed up and ready to load, **BEFORE** your car is brought to the building for loading.

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.