34th Annual

Celebrate! Gaithersburg in Olde Towne

Political / Nonprofit Information and Regulations

Please Keep for Your Reference (pages 1-3)

Interpretation of the following information and regulations is at the discretion of the City

VENDOR CONTACT

Paige Tercero
301-258-6350 ext. 166
(fax) 301-948-8364
ptercero@gaithersburgmd.gov

FESTIVAL DATE, LOCATION and HOURS:

Sunday, June 12, 2016
Gaithersburg City Hall Grounds
31 S. Summit Ave., Gaithersburg, MD 20877
Noon - 5 p.m.

EVENT DESCRIPTION

The 34th Annual Celebrate! Gaithersburg Festival is expected to draw about 20,000 people to Gaithersburg's historic city center. Be part of the celebration by exhibiting your wares, promoting your organization, and enhancing your market position with vendor opportunities. This one-day event is scheduled for Sunday, June 12, 2016, and will include multiple stages of live entertainment, food, and themed activity areas for all ages and interests.

APPLICATION DEADLINE, NOTIFICATION & ACCEPTANCE PROCESS

The application deadline is **April 8, 2016.**
All applications postmarked after **April 8, 2016 must include the $25 LATE FEE.**
Late applications that do not include the late fee will not be considered.
Late applications will be accepted and considered through close of business on May 6, 2016 - provided there is still space available. **No application postmarked after May 6, 2016 will be considered.**

The City will accept applications prior to the application deadline and reserves the right to reject any application for any reason including incompleteness, failure to meet selection criteria or potential to disrupt the Festival. Disruption may be defined as disturbing other exhibitors, preventing peaceful assembly of attendees, damaging property, injuring persons, and/or interfering with the planned special events.

Applicants will receive a confirmation e-mail upon receipt of application with payment, and another in mid-May regarding acceptance status. Celebrate! Gaithersburg is a popular Festival for vendors and fills up quickly. Selection will be dependent on space availability and the quality, appeal and variety of activities offered. Event day arrival information will be e-mailed to accepted vendors the week prior to the Festival.

NOTE TO MERCHANT AND NONPROFIT VENDORS: Preference will be given to vendors offering activities, giveaways and interactive displays.

VENDOR FEES Resident rates apply only to those individuals who reside, and businesses that are located within, the corporate City tax limits of Gaithersburg. A Gaithersburg mailing address does not necessarily mean the address is within the City corporate tax limits. **A late fee of $25 will be due with all applications postmarked after April 8, 2016.**

RAIN POLICY/CANCELLATION/REFUND

This is an outdoor, RAIN or SHINE event. You are responsible for covering your materials in case of rain. If the City cancels the entire event due to public safety concerns, a refund will be given. Otherwise, there will be no refunds after May 27, 2016. Refunds are subject to specific guidelines and a processing fee.

PHOTOS

Photographs submitted with application may be used to promote current and future Celebrate! Gaithersburg Festivals.

Political / Nonprofit Information and Regulations (Cont.)

Please Keep for Your Reference (pages 1-3)

Interpretation of the following information and regulations is at the discretion of the City

FESTIVAL REGULATIONS

1) All vendors are required to arrive, set up, and break down at the times designated in assigned load-in information.
2) No food items or drinks may be sold by any vendor except for Festival-approved food vendors pre-authorized by the Montgomery County Health Department.
3) No unauthorized alcoholic beverages, pets (with the exception of service dogs), skateboards, roller blades, bicycles, or weapons, real or facsimile, are permitted at the Festival.
4) City staff members reserve the right to have vendors remove unacceptable or inappropriate items, or to relocate or dismiss/remove any participant.
5) City staff members reserve the right to deem a vendor ineligible for participation in future events based on late arrival, early departure, no shows, and inappropriate or uncooperative behavior.

ARRIVAL/ BREAK DOWN

You will be assigned an arrival time between 7 and 10:30 a.m. *(Please note: Passes and directions will be e-mailed to you the week before the Festival.)* Times are assigned by category and location within the Festival. The streets will be closed to all vendor traffic at 11 a.m. Vendors may not be able to drive to their booth location; however, unloading areas will be as close as possible. You must **unload, move your car to assigned parking, and then return to set up**. (We suggest that you bring someone to stay with your equipment and merchandise while you move your vehicle.) **Booths must be dismantled promptly at 5 p.m., but not before.** Event staff will not be available to assist with unloading or break down.

VENDOR SPACE

All participants must provide and be responsible for their own table, chairs, tablecloth, displays, decorations, and staff. Event staff will not be available to assist with set-up or break down of your booth. Vendor equipment and materials must remain within assigned space, and may not obstruct the view of, block or interfere with neighboring exhibits.

FESTIVAL GUIDELINES FOR POLITICAL CANDIDATES AND THEIR REPRESENTATIVES

Candidates and/or their representatives may have a booth in the section designated for political candidates. Candidates may walk within the Festival to meet and greet people, but they may not use amplifiers or impede pedestrians who wish to move around the Festival. Candidates and/or their representatives may not post campaign signs except within assigned areas and may not attach stickers to any public property or signage. Candidates and/or their representatives shall not carry signs while distributing campaign literature outside of their allocated space.

PARKING

Only one vehicle per vendor will receive a pass to enter the Festival area. Not all parking will be within sight of booth locations and some may require a shuttle bus ride back. Booth staff arriving later in the day should take the shuttle from the designated parking area. Please contact **Paige Tercero** if you need passes for any other vehicle to enter the Festival area for unloading. **Vendor vehicles will not be allowed to re-enter the Festival area until police open the roads.**

TRASH / ELECTRICITY / WATER

There will be **no electricity or water available. Vendors are responsible for their own trash, oil and wastewater disposal**. **Vendors who do not adhere to this regulation will be subject to a fine.**

SALES TAX

The State of Maryland requires any person selling used or new products to charge 6% sales tax. If you do not have a Maryland tax ID #, you DO NOT NEED TO APPLY FOR ONE. Vendor names will be submitted to the Maryland State Comptroller's Office and a temporary Tax ID # will be automatically assigned to you by the State after the Festival.

CITY RESOLUTION # R-73-05

RESOLUTION OF THE MAYOR AND CITY COUNCIL AMENDING R- 30 -92, THE POLICY SETTING FORTH STANDARDS FOR EXHIBITORS, VENDORS, ENTERTAINERS, AND SOLICITORS AT CITY- SPONSORED EVENTS

WHEREAS, the City of Gaithersburg sponsors a myriad of special programs, Festivals, and events throughout the year which are well attended by citizens of all ages;
and
WHEREAS, exhibitors, vendors, entertainers and solicitors are invited to participate in these community functions;
and
WHEREAS, these events are held on public property and /or within and along public ways necessitating the closing of streets and specific areas to ensure that all events will be carried out in a manner which protects the public health, safety and welfare of visitors thereto;
and
WHEREAS, the City of Gaithersburg established a standardized policy, as directed by Resolution No. R-30-92, for exhibitors, vendors, entertainers and solicitors to participate on the premises of City-sponsored events;
and
WHEREAS, the standardized policy was established to ensure peaceful assembly, to protect persons and property, to exercise efficient control of crowds and to offer equitable and uniform treatment of exhibitors, vendors, entertainers and solicitors;
and
WHEREAS, the Mayor and City Council have determined that it is in the best interest of the community that amendments to the policy be made from time to time in order to improve the quality of the City's special programs, Festivals and events:
NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that amendments be made to Resolution No. R- 30 -02, establishing a standardized policy for each exhibitor, vendor, entertainer and solicitor, participating in a City-sponsored event be and they hereby are as follows:

1. The City will not permit any person or organization to solicit and /or distribute information or goods or offer food, goods or services for sale or entertain within any public right-of-way or public property associated with a City-sponsored event unless a completed application to participate in the specific event has been filed with the City of Gaithersburg and approved by the City Manager or his designee.

2. The City will accept applications prior to the application deadline and reserves the right to reject any application which is incomplete or where the applicant's proposed activity during the event will disrupt other exhibitors or the peaceful assembly of attendees or damage or injure persons or property, or interfere with the planned special events, or is rejected for failure to meet stated selection criteria.

3. The City reserves the right to establish and enforce written rules and regulations as to other criteria which City staff deems pertinent to carry out a special public event or exhibit, provided such rules, regulations and criteria are approved by the City Manager or his designee.

4. The City shall have the right to remove any exhibitor or exhibit or other participant from the event limits who does not comply with the aforementioned requirements or the terms set forth in the approved application.

5. If the City determines to remove an exhibitor or other participant from the event limits pursuant to its authority under paragraph 4 of this Resolution, notification will be made in person by a City staff member. If exhibitor or other participant disregards the staff member's request to leave the event, law enforcement will be contacted to remove the exhibitor or participant. It shall be unlawful for any person participating in a City event to fail to obey a law enforcement request to leave the event area. The area reserved for a City event will be clearly defined and available upon request at the time an exhibitor or participant is requested to leave the event.

ADOPTED by the City Council on the 1st day of August, 2005.

SIDNEY A. KATZ, MAYOR and President of the Council
DAVID B. HUMPTON, CITY MANAGER

Celebrate! Gaithersburg

2016 Political / Nonprofit Application

Please send in this portion (pgs. 4-6) with payment

The application deadline is April 8, 2016
ALL APPLICATIONS POSTMARKED AFTER DEADLINE MUST INCLUDE $25 LATE FEE.
Late applications that do not include the late fee will not be considered.
NO Applications will be accepted after May 6, 2016

Application must be complete, accurate and include full payment in order to be processed. Please be sure to include signature and payment page when submitting your application. Incomplete applications will be returned.
Submitting an application with payment does not guarantee acceptance.

Organization/Business Name (as you would like it listed in print):

_____

Contact Person: _____ **E-mail:** _____

Full Business Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone #: _____ **Day-of-Festival Cell #:** _____

Website/Social Media URL (if applicable): _____

Nonprofit ID # (if applicable): _____
(Proof of nonprofit status must be provided with application)

*If you are selling merchandise and do not have a Maryland sales tax ID #, you will be automatically assigned one by the State after the Festival.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

The City of Gaithersburg is committed to making reasonable accessibility accommodations as required by the Americans with Disabilities Act. **All requests must be made on this application or no later than May 6, 2016.** Your request for accommodations will in no way affect your acceptance status. Please indicate what accommodations are necessary:

_____
_____
_____

FOR OFFICE USE ONLY: Celebrate! Gaithersburg Vendor # 43988		
□ $125 Vendor	□ $150 Vendor	Date Rec:
□ $40 Nonprofit/Political	□ $65 Nonprofit/Political	Initials:
□ $200 Food Vendor	□ $250 Food Vendor	Date Proc:
□ $300 Taste of Gaithersburg	□ $325 Taste of Gaithersburg	# of Spaces:
□ $_____ Other	□ $25 Late Fee	A/R Sent

Celebrate! Gaithersburg

2016 Political / Nonprofit Application (Cont.)

The final application deadline is May 6, 2016

Please complete all required fields or your application will be returned without being considered.

***Resident rates apply to those individuals who reside within the corporate City tax limits of Gaithersburg.**
A Gaithersburg mailing address does not necessarily mean that you live within the corporate City tax limits.

Vendor Category: (Please check one category from below and complete appropriate information)

☐ **Nonprofit** ☐ **Political Candidate/Group**

Vendor Space:

Fees Include: 10'x10' space only (does NOT include electricity, canopy, table, chairs, electricity, water, etc.)

___ **$40.00: City of Gaithersburg Resident**
(Business must be located in the corporate City tax limits of Gaithersburg to qualify)

___ **$65.00: City of Gaithersburg Nonresident** ____ ***# of 10'x10' spaces required***

□ **What does your organization promote? Please be specific:**

_____

_____

_____

□ **What activity, giveaway, or special promotion will your organization offer?**

_____

_____

_____

You will be notified that your activity is approved/disapproved when your application is accepted.

□ **Will your organization be distributing handouts? Yes____ No____**
(If yes, they must be included with application)

□ **Will your organization be selling anything? Yes____ No____**

If yes, describe all items you wish to sell. Please be specific.

_____

_____

_____

Please include pictures of any items you are planning on selling

List any special requirements or needs here:

_____

_____

_____

All Applicants

I certify that I have read and fully understand the Celebrate! Gaithersburg Vendor Information and Regulations (pages 1-3), city resolution #R-73-05, this Agreement, any other applicable law or resolution that is in effect as of the date of the 2016 Celebrate! Gaithersburg Festival, and that the information I have provided in this application is true. I will be personally responsible for ensuring that the use of my space is carried out in conformance with this application. I further understand that if I intend to sell anything at the Festival, **I am required to charge 6% sales tax and, if needed, I will be assigned a temporary Maryland State Tax ID# by the MD State Comptroller's Office.**

As a participant in the 2016 Celebrate! Gaithersburg Festival, I agree that I, or anyone entitled to act on my behalf, together with the organization I 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 my 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 by groups or organizations other than City of Gaithersburg officials, departments, or committees does not constitute City of Gaithersburg endorsement.

By signing this application, I authorize my check (if applicable) to be processed and deposited upon receipt, and I agree to the terms outlined in this agreement. I understand that if I am not accepted into the Festival, a full refund will be issued.

Signature: _____ **Date:** _____

Vendor Please Complete: Payment by credit card strongly preferred
***ALL APPLICATIONS POSTMARKED AFTER APRIL 8th MUST INCLUDE $25 LATE FEE**

# of spaces		Space Fee		*Late Fee		Total Due
_____	X	$_____	+	$_____	=	$_____

Total Paid: $_____ □ **Cash** □ **Check #**_____

Please make checks payable to: ***City of Gaithersburg***

DO NOT SEND CREDIT CARD INFORMATION VIA E-MAIL

□ **CREDIT: Circle one: VISA / MC / DISC / AMEX**

#_____ **Exp.** _____ **/**_____

Signature (required): _____

Print Name (required): _____

(Refunds are subject to City guidelines and a processing fee. No refunds will be made after May 27, 2016.)

*If you wish to submit a credit card payment over the phone, please contact Paige Tercero at 301-258-6350 ext. 166.

E-MAIL ALL QUESTIONS TO:
Paige Tercero
ptercero@gaithersburgmd.gov

OR

MAIL COMPLETED APPLICATION AND ALL REQUIRED MATERIALS TO:
Celebrate! Vendor
Attn. Paige Tercero
506 S. Frederick Ave.
Gaithersburg, MD 20877