



Summer 2016

Welcome Vendors:

The City of Gaithersburg and the Gaithersburg-Washington Grove Volunteer Fire Department are busy making preparations for the 78th Annual Labor Day Parade planned for Monday, September 5, 2016 from 1-3 p.m. in Olde Towne.

You are cordially invited to submit an application to participate in this spectacular event featuring over 100 units, marching bands, floats, clowns, Fire Department apparatus and much more, making this event one of Gaithersburg's best. The estimated attendance at this annual event is over 7,000. Deadline for parade registration is Monday, August 15, 2016.

Upon receipt of your application (if available space), you will receive a map, directions to Olde Towne Park, one vehicle hang tag with time of arrival and a Fact Sheet. When you receive the information, we encourage all food vendors to contact Montgomery County Health Department at 240-777-3986 to acquire your health permit.

Mayor and City Council Resolution R-73-05 include set guidelines for City sponsored events. We ask you to adhere to the Resolution.

Participation in the Labor Day parade by groups or organizations other than City of Gaithersburg Officials, departments or committees does not constitute City of Gaithersburg endorsement.

We are looking forward to working with you and your organization in making this year's parade a momentous event for the families of Gaithersburg. If you have any questions or need additional information, please feel free to contact me at 301-258-6350, ext.136.

Sincerely,

Dorothy Winder  
Program Supervisor

City of Gaithersburg • 506 South Frederick Avenue, Gaithersburg, Maryland 20877-2325  
301-258-6350 • FAX 301-948-8364 • parksrec@gaitersburgmd.gov • www.gaitersburgmd.gov

MAYOR  
Jud Ashman

COUNCIL MEMBERS  
Neil Harris  
Henry F. Marraffa, Jr.  
Michael A. Sesma  
Ryan Spiegel  
Robert T. Wu

CITY MANAGER  
Tony Tomasello



## City of Gaithersburg's **78<sup>th</sup> Annual Parade**

### Food Vendor 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*

**CONTACT:** Dorothy Winder  
(ph.) 301-258-6350 ext. 136  
(fax) 301-258-6349  
[dwinder@gaitHERsbuRgmd.gov](mailto:dwinder@gaitHERsbuRgmd.gov)

**FESTIVAL DATE, LOCATION and HOURS:**  
Monday, September 5, 2016  
Diamond and Russell Avenues in Olde Towne  
1 – 3 p.m. (Rain or Shine)

#### **EVENT DESCRIPTION**

The Annual Labor Day Parade will draw an entire community of about 7,500 attendees. Be part of the celebration by selling your food specialties. This one-day event is scheduled for Monday, September 5, 2016, and will include marching bands, equestrian units, costumed characters, clowns, vintage cars, fire trucks and more for all ages and interests.

#### **APPLICATION DEADLINE, NOTIFICATION & ACCEPTANCE PROCESS**

The application deadline is **Monday, August 15, 2016.**

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 event.

Applicants will receive a confirmation e-mail upon receipt of application with payment, regarding acceptance status. Event day arrival information will be e-mailed to accepted vendors the week prior to the Festival.

#### **VENDOR FEES - \$100 for residents and \$125 for Nonresidents**

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 limits.

#### **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 August 15, 2016.** Refunds are subject to specific guidelines and a processing fee.

## 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 alcoholic beverages 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 are scheduled to arrival between 9 and 10 a.m. Your space location in Olde Towne Park will be assigned upon arrival the morning of the parade. *(Please note: A pass, map and directions will be e-mailed to you the week before the Festival.)* Booths must be dismantled promptly at 3:30 p.m., but not before. No vendor will be allowed to leave their space until staff receive authorization from City Police.

#### VENDOR RESPONSIBILITIES

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

#### PARKING

Only one vehicle per vendor will receive a pass to enter the food court area.. Please contact Dorthy Winder ([dwinder@gaitthersburgmd.gov](mailto:dwinder@gaitthersburgmd.gov)) if you need passes for any other vehicle to enter the food court area for unloading. It's the conclusion of the parade, vendor vehicles will not be allowed to re-enter the food court area until police open the roads.

#### TRASH / ELECTRICITY / WATER

There will be no electricity or water available. Vendors are responsible for removing their own trash, oil, wastewater and all other disposable items from the site. Vendors who do not adhere to this regulation will be fined.

#### PHOTOS

Please submit photographs of your set up with application. All photos submitted may be used to promote current and future Gaithersburg Festivals.

#### **E-MAIL OR MAIL COMPLETED APPLICATION AND ALL REQUIRED MATERIALS TO:**

**Labor Day Parade  
Attn. Dorthy Winder  
506 South Frederick Avenue  
Gaithersburg, Maryland 20877**

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 1<sup>st</sup> day of August, 2005.

SIDNEY A. KATZ, MAYOR and President of the Council

DAVID B. HUMPTON, CITY MANAGER



City of Gaithersburg's **78<sup>th</sup> Annual Parade**

**Food Vendor Application** (deadline: August 15, 2016)

**Please send in pages 4 & 5 with payment**

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 listed in print):

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Full Business Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Day-of-Event Cell #:** \_\_\_\_\_

**Website/Social Media URL** (if applicable): \_\_\_\_\_

**Will your business/organization be distributing handouts?** Yes \_\_\_ No \_\_\_ (if yes, they must be included with application)

**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 August 8, 2016.** Your request for accommodations will in no way affect your acceptance status. Please indicate what accommodations are necessary:

\_\_\_\_\_

**All Applicants**

I certify that I have read and fully understand the Labor Day Parade 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 Labor Day Parade, 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 event, **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 Labor Day Parade, 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 event, 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 event, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver. Participation in Labor Day Parade 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 event, a full refund will be issued.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Food Vendor Application (cont.)

## Please send in pages 4-5 with payment

### Vendor Space (10x10)

Check what you will have at the event and provide measurement

- Tent (10' X 10') \_\_\_\_\_ (# of 10'x10' spaces required)
- Trailer \_\_\_\_\_ (size) \_\_\_\_\_       step van \_\_\_\_\_ (size) \_\_\_\_\_       truck \_\_\_\_\_ (size) \_\_\_\_\_

\_\_\_ \$100 City of Gaithersburg Resident

(Home or Business must be located in the corporate city tax limits of Gaithersburg to qualify)

\_\_\_ \$125 Nonresident

Please list or provide an attachment of your food pricing:

---

---

---

---

---

---

---

---

---

---

### Checks payable to: City of Gaithersburg

Total Paid: \$ \_\_\_\_\_       Cash       Check # \_\_\_\_\_

### Payment by credit card strongly preferred

**CREDIT:** Circle one: VISA / MC / DISC / AMEX      \*DO NOT SEND CREDIT CARD INFORMATION VIA EMAIL

\*If you wish to submit a credit card payment over the phone, please contact Dorthy Winder at 301-258-6350 ext.136.

# \_\_\_\_\_      Exp. \_\_\_\_\_ / \_\_\_\_\_

Signature (required): \_\_\_\_\_

Print Name (required): \_\_\_\_\_

*(Refunds are subject to City guidelines and a processing fee. No refunds will be made after August 15, 2016.)*

### FOR OFFICE USE ONLY:      **Labor Day Parade Class Activity #45627**

<input type="checkbox"/> \$100 Resident Food Vendor	<input type="checkbox"/> \$125 Nonresident Food Vendor	Date Rec: Initials:
		Date Proc:
		A/R Sent