

1st Annual

La Milla de Mayo

(the May Mile)

GAITHERSBURG

in Olde Towne

May 7th, 2016
5:30 pm – 8 pm

Festival Vendor
APPLICATION



Preceding the festival activities are:

Children's Fun Run at 5:30 p.m.

One Mile Race at 6 p.m.



VENDOR CONTACT

Cee-Cee Swalling • cswalling@gaitHERSBURGmd.gov • 301-258-6350

La Milla de Mayo Participant Fact Sheet

Please Keep for Your Reference (pages 1-4)

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

EVENT DESCRIPTION

The 1st Annual La Milla de Mayo will draw a runner's community to Gaithersburg's historic city center. Be part of the festivities by exhibiting your wares, promoting your organization, and enhancing your market position with vendor opportunities. This one-day event is scheduled for Saturday, May 7th, 2016 and will include a mobile stage of live entertainment, food, and themed activity areas for all ages and interests.

RACE & FESTIVAL DATE, LOCATION & HOURS:

Saturday, May 7th 2016

31 S. Summit Ave, Gaithersburg, MD 20877

4:30 p.m. Race Packet Pickup begins

5:30 p.m. Kids Fun Run

6 p.m. Race & Festival Activities Start

APPLICATION DEADLINE, NOTIFICATION & ACCEPTANCE PROCESS

The application deadline is Friday, April 1, 2016

All applications postmarked after April 1, 2016 must include the \$25 LATE FEE to be considered.

Late applications will be accepted and considered - provided there is still space available.

No application postmarked after Friday, April 22, 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 race. 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-April regarding acceptance status. Acceptance will be dependent on space available and the quality and appeal of activities offered.

Note to Vendors: Preference will be given to vendors offering activities, giveaways, and interactive displays.

Event day arrival & set up information will be e-mailed to accepted vendors the week prior to the race.

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 Friday, April 1, 2016.

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 takedown 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.

La Milla de Mayo Participant Fact Sheet

Please Keep for Your Reference (pages 1-4)

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

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 event due to public safety concerns, a refund will be given. Otherwise, there is a no refunds policy. If refunds are granted they are subject to specific guidelines and a processing fee.

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 MD 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 race.

ARRIVAL/ SET-UP /TAKE-DOWN

You will be assigned an arrival time between 3 and 4:30 p.m. *(Please note: Passes and directions will be e-mailed to you the week before the race.)* Times are assigned by category and location within the event. The streets will be closed to all vendor traffic by **5 p.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 8 p.m., but not before.** Event staff will not be available to assist with your set-up or take-down.

PARKING

Only one vehicle per vendor will receive a pass to enter the race area. Not all parking will be within sight of booth locations. Please contact Cee-Cee Swalling if you need passes for any other vehicle to enter the race area for unloading. Vendor vehicles will not be allowed to re-enter the festival area until police open the roads.

PHOTOS

Photographs submitted with application may be used to promote the race. Also, please note that photographs taken during the event may be used in future promotional materials.

RACE & FESTIVAL REGULATIONS

City staff reserves the right to have vendors remove unacceptable or inappropriate items, or to relocate or dismiss/remove any participant. No unauthorized alcoholic beverages, pets (with the exception of service dogs), skateboards, roller blades, bicycles, or weapons are permitted at the race. No food items or drinks may be sold by any vendor except for race-approved food vendors pre-authorized by the Montgomery County Health Department.

ELECTRICITY / WATER

No electricity or water is available. Vendors are responsible for their own trash removal and wastewater disposal. Use of a generator must be approved by race STAFF ahead of time.

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, races, 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, races 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.

JUD ASHMAN, MAYOR and President of the Council
TONY TOMASELLO, CITY MANAGER

La Milla de Mayo

VENDOR Application

Please send in this portion (pgs. 5-8) with payment

The application deadline is Friday, April 1, 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 Friday, April 22, 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.

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

Artist / Crafter Business / Merchant Children's Activity Food

Vendor Space:

Fees Include: 10' X 20' for food vendors, 10' X 10' for all others. **Does not include table, chairs, or tent.**

___ \$125 City of Gaithersburg

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

___ \$150 Non - City of Gaithersburg

___ # of 10'x10' spaces requested

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

Contact Person: _____ E-mail: _____

Full Business Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Day-of-Race Cell #: _____

Website/Social Media URL (if applicable): _____

Nonprofit ID # (if applicable): _____

MD Sales Tax ID # (if applicable): _____

*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 race.

ACCOMMODATIONS FOR THOSE WITH A DISABILITY

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 by no later than May 22, 2015.** Your request for accommodations will in no way affect your acceptance status. Please indicate what accommodations are necessary: _____

For Business, Merchant, Crafters, Activity Booths please complete below:

What does your organization promote? Please be specific:

What activity or special promotion will your organization offer?

You will receive notice if your activity is approved 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***

FOOD VENDORS please read carefully:

Important Food Vendor Information

All vendor applications must be complete with fee, photo of concession stand or vehicle, menu with prices and current (as of 5/1/16) certificate of insurance. Food items or drinks may be sold by pre-authorized food vendors only. Food vendors must also contact the Montgomery County Health and Human Services Department at 240-777-3986 to obtain a permit.

Food Vendor Space

Spaces are 10' x 20'. Vendors are responsible for providing their own equipment, tables, and chairs. Please include on your application how you will serve from your vehicle or stand (back, side, etc.). This is an important consideration in your placement. Space locations will be assigned upon arrival.

ELECTRICITY/ WATER

No electricity or water is available. Please contact the festival organizers if you plan to bring a generator, approved vendors providing their own generators are required to barricade them for safety. Vendors are responsible for their own trash removal and wastewater disposal. There is no place to dump water at the festival.

Note for Food Vendors: If a food vendor is caught disposing of waste water or cooking oil on the festival grounds he/she will not be asked to return to City events and can be fined up to \$100 per violation.

For All Vendor Applicants:

List any special requirements or needs here: _____

All Applicants

I certify that I have read and fully understand the La Milla de Mayo Fact Sheet and that the information contained 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 race, **I am required to charge 6% sales tax and I will be assigned a temporary Maryland State Tax ID# by the MD State Comptroller's Office.**

I certify that I have read, or have been given the opportunity to read, and fully understand R-73-05 (available on line at www.gaithersburgmd.gov/events), any amendments thereto, the race Rules and Regulations (Fact Sheet), this Agreement, and any other applicable law or resolution that is in effect as of the date of La Milla de Mayo 2016.

As a participant in La Milla de Mayo 2016, 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 race, 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 race, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in La Milla de Mayo 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.** I understand that if I am not accepted into the race, a full refund will be issued.

Signature: _____ Date: _____

PAYMENT: Vendor Please Complete

Credit card payment preferred.

***ALL APPLICATIONS POSTMARKED AFTER FRIDAY, April 1, 2016 MUST INCLUDE \$25 LATE FEE.**

<u># Of spaces</u>		<u>Space Fee</u>		<u>*Late Fee</u>		<u>Total Due</u>
_____	X	\$ _____	+	\$ _____	=	\$ _____

Total Paid: \$ _____ Cash Check # _____
Please make checks payable to: *City of Gaithersburg.*

CREDIT: Circle one: VISA / MC / DISC / AMEX # _____

Exp. ____ / ____

Signature (required): _____

Print Name (required): _____

Refund approval is subject to City guidelines and a processing fee.

*If you wish to submit a credit card payment over the phone please contact Paul Woods at 301-258-6350.

RETURN COMPLETED APPLICATION, PAYMENT, AND ALL REQUIRED MATERIALS:

By EMAIL to: cswalling@gaitersburgmd.gov

By USPS to:

**La Milla de Mayo Vendor
506 S. Frederick Avenue
Gaithersburg, MD 20877**