



Vendor Application & Agreement

Application Deadline: April 8, 2016 at 5 p.m.

Event information: **Sunday, April 24, 2016 • 12 – 4 p.m.**

Bohrer Park at Summit Hall Farm

506 South Frederick Avenue

Gaithersburg, MD 20877

Please complete this application and return with payment to:

Paws in the Park, 601 South Stonestreet Avenue, Rockville, MD 20850

Checks payable to MCHS - Questions? Call Amanda at 301-258-6350 x162

VENDOR INFORMATION

Company/Organization Name _____

Contact _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Website _____

*Sales Tax ID # or Nonprofit # (if applicable): _____ MCHS Tax ID: 52-6044968

*The State of Maryland requires any person selling used or new products to charge 6% sales tax and have a Maryland Tax number. Vendors' names will be submitted to the Maryland State Comptroller's Office. A temporary Maryland sales tax # will be assigned to you if you do not have one already.

Food Vendors: Along with your application, please submit:

- Full menu with prices • Photos of booth • Copy of Certificate of Insurance – **MANDATORY**
- Copy of Montgomery County Health Permit (please call MC Dept. of Health and Human Services for details)

Type of set-up: _____ Tent _____ Trailer _____ Truck / How many 10 x 20 spaces are required? _____

Use of generator: YES NO (if yes, it must be barricaded for safety)

FEES: Singles include 10x10 space, one 6' rectangular table and 2 chairs. **Doubles** include two 10x10 spaces, two 6' rectangular tables and 4 chairs. All booths include listing on MCHS and City of Gaithersburg event webpages.

- () **Early Bird DOUBLE:** 2 Booths for \$175. Sign up before February 15, 2016
- () **Early Bird SINGLE:** 1 Booth for \$100. Sign up before February 15, 2016
- () **DOUBLE:** 2 Booths for \$200.
- () **SINGLE:** 1 Booth for \$125.
- () **Premium Spot Add-on:** \$50. First come, first served for an endcap space.
- () **Tent Fee:** \$105. A 10'x10' tent per space is required for participation. (No fee if vendor brings a tent.)
- () **Late Fee:** \$25. For applications received after April 8. Applications accepted on a case-by-case basis.
- () **FOOD VENDOR:** \$125 per 10' x 20' space (*does not include tent*). Fee may be adjusted if vendor donates a certain portion of sales to MCHS.

Paws in the Park sponsorship opportunities are also available. Contact Kathy Dillon for more information at 240-252-2555 or e-mail Kdillon@mchumane.org.

Amt. Paid _____ Payment: Check (payable to MCHS) Visa MasterCard Discover

Credit Card # _____ Exp. Date _____

Name on Card _____ Signature _____

Vendor Rules and Regulations

1. The Montgomery County Humane Society (MCHS) and the City of Gaithersburg (COG) reserve the right to prohibit any exhibit or portion of an exhibit which in its opinion is not in character with its mission.
2. The Vendor understands that no water or electricity will be supplied (except drinking water made available to dogs).
3. Attendees pay for entrance for the duration of the event, so all booths must stay open from 12 p.m. until 4 p.m. **The Vendor agrees that no display may be dismantled or goods removed before 4 p.m.**
4. Vendors who prepare, sell, or give away food and beverage items will require a permit from Montgomery County Dept. of Health and Human Services (MCHS and COG will not be responsible for obtaining or paying for any required permits.) The Vendor further agrees to hold MCHS and COG harmless for any and all damages, fines, and/or penalties incurred as a result of a food and/or beverage vendor's failure to comply with all Montgomery County Dept. of Health and Human Services regulations.
5. The Vendor is prohibited from using the COG, MCHS or Paws in the Park logo for any purpose without the express written permission of MCHS and /or COG.
6. Neither MCHS nor COG shall be held liable for any damages, whether direct, indirect, general, special, consequential, punitive, or otherwise to the vendor, its products or exhibit, its agents, and employees or visitors, its exhibit whether occasioned by MCHS or COG, or either of their agents, volunteers or employees, or by another Vendor, and its agents and employees.
7. **This is a rain or shine event. In the event of hazardous conditions, City staff will provide instructions for exiting the park.** The Vendor understands that if weather conditions cause the event to be cancelled, no refund will be issued.

I understand that any violation of any part of this agreement shall, at the election of the City and/or MCHS, result in the revocation and forfeiture of all rights and privileges, present and/or future, granted by the City and/or MCHS to the vendor, and in the event of such breach by the vendor and the election by the City and/or MCHS, all sums paid by the vendor to MCHS shall be forfeited to MCHS as liquidated damages. I understand that I will not hold the City and/or MCHS responsible if I do not make a profit. I am responsible for providing table covers and other miscellaneous items necessary for my booth operation. I hereby release the City of Gaithersburg and the Montgomery County Humane Society from all responsibility for theft or damage to any items involved with my booth operation.

I _____, an authorized agent of _____
acknowledge and agree to the above Vendor Rules.

Signed: _____ Date: _____

Please keep a copy of these rules and regulations for your records.

Vendor Schedule

| | |
|----------------|-------|
| Begin Set-up | 9a.m. |
| Begin Clean-up | 4p.m. |
| End Clean-up | 5p.m. |

Vendor contact:

Amanda Cornaglia
301-258-6350 x162
acornaglia@gaitthersburgmd.gov



MONTGOMERY COUNTY
Humane Society
adoption · education · compassion

www.mchumane.org