

Completed applications may be submitted

by mail, walk-in or e-mail to:

ATTN: Amanda Cornaglia
Activity Center at Bohrer Park
506 S. Frederick Avenue
Gaithersburg, MD 20877
acornaglia@gaitthersburgmd.gov



Gaithersburg
A CHARACTER COUNTS! CITY

Main Street Farmers and Artists Market
(Summer Season)
301 Main Street
Gaithersburg, MD 20878
Saturdays, May 7 – November 26
9 a.m. – 2 p.m.
For more info, please call 301-258-6350
www.gaithersburgmd.gov

2016 ARTIST AND CRAFT VENDOR APPLICATION (SEASONAL)

Please refer to the [Artist and Craft Vendor Guidelines](#) when completing this application

REGISTRATION BEGINS: City Residents: March 21, Nonresidents: March 25

Please Print Legibly or Type

Artists Name _____

Business Name _____

Full Mailing Address _____

Home # _____ Cell # _____

E-mail (Required) _____

Website _____

Item Price Range: \$ _____ - _____ (Please note that inexpensive items tend to sell best at this market. You sell at your own risk.)

MD Tax ID # (Required) _____

(Vendors without a Tax ID # will not be considered. Call 410-767-1300 to obtain one before applying.)

Payment Accepted: Cash Checks Debit/Credit

ARTIST FEES

Please make checks payable to "City of Gaithersburg"
Application does not guarantee acceptance into the market

•Seasonal Vendor*

City Resident: \$175

Nonresident: \$200

*Seasonal Vendors will receive an assigned space and will be expected to attend every market day for the duration of the season. If a date must be missed, vendors must notify the Market Coordinator by COB the Thursday before the missed market date.

*The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act (ADA). Requests must be submitted at least 3 weeks in advance. **Please indicate the ADA accommodations you will need:** _____*

I certify that the information contained in this application is true, and I will personally be responsible for ensuring the space plan for this market will be carried out in conformance with this application and the guidelines. I further understand that I must have a Maryland Sales Tax ID # in order to sell. I certify that I have read, or have been given the opportunity to read, fully understand and agree to abide by R-73-05 (sent upon request), and amendments thereto, the Artist and Craft Vendor Guidelines, this agreement, and any other applicable law or resolution that is in effect as of the annual starting date of this market.

Signature _____

Date _____

Single Day Vendor Spaces may be available. Applications for Single Day Vendors will be available starting March 1, 2015
DO NOT SEND CREDIT CARD INFO BY EMAIL. IF EMAILING APPLICATION, STAFF WILL CALL YOU FOR PAYMENT.

Amount Paid \$ _____ Cash Check/Money Order # _____

VISA/MC/DISC # _____ Exp. ____/____

Signature _____

Print Name _____

Office Use Only: 2016 Artist & Craft Seasonal Vendor
#44621

Rec'd: _____ W E M F Resident: Y N

Processed by: Initials: _____ Date: _____

ITEMS BROUGHT TO MARKET

(If necessary, attach an additional sheet. Items not listed may not be sold at the market without prior approval from the Market Coordinator.)

***Briefly tell us about your art/craft and the process used to make it. Only original, handcrafted items are acceptable.**

***Do you sell at any other regular markets? If so, please list name, day and time of market below:**

***Please list any craft shows in which you have participated in the last 3 years, if any.**

***The following persons are designated my employee/agent/representative:**

1) _____ 2) _____ 3) _____

***Please list your artist/crafter websites, including social media.**

***Please provide us with a short bio about your business (or a link for one online)**

***If you are not a previous approved participant in the Gaithersburg Markets, or you have a new set-up, please include:**

- 3-5 current, high-quality photographs of your artwork/craft.
- 1 photo of your proposed booth set up. If you do not have a photo of your booth, please provide a detailed drawing. All photos will be retained with this application. Digital photos may be sent via email or you can provide a link to photos on a website:

This application is for Seasonal Vendors Only. Single Day Vendor requests must be submitted on the Single Day Vendor Application.



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2016 ARTIST AND CRAFT VENDOR GUIDELINES

The City of Gaithersburg is providing artist and craft vendors with the opportunity to sell their handcrafted works, within certain guidelines, at the Main Street Farmers and Artists Market, Saturdays, May 7 – November 26 from 9 a.m. – 2 p.m. All artists who apply will be juried. Seasonal artists will be considered for prime spaces at the market. The Pavilion & surrounding spaces are reserved for farmers and food vendors only.

ARTIST FEES

REGISTRATION BEGINS: City Residents: February 9, Nonresidents: February 16

Application does not guarantee acceptance into the market

Please make checks payable to "City of Gaithersburg"

•Seasonal Artist*

City Resident.....\$175

Nonresident.....\$200

*Seasonal Artists will receive an assigned space and will be expected to attend every market day for the duration of the season. If a date must be missed, you must notify the Market Coordinator by COB the Wednesday before the missed market date.

REGISTRATION PROCESS

- To be considered for jurying, all artists must submit a complete application package which includes:
 - A signed and completed 2015 Artist and Craft Vendor Application
 - Applicable fee
- Artists not previously juried and approved by the Gaithersburg Farmers & Artists Market MUST also include:
 - 3-5 current, high-quality photographs or digital photos of your artwork/craft.
 - 1 photo of your booth set up. If you do not have a photo of your booth, provide a detailed drawing. Photo/Drawing must include your canopy, business sign, and table set up. Applications without a complete display photo will not be considered. All photos will be retained.
 - Applicable fee
- Please mail or drop off your application package to:
 - Activity Center at Bohrer Park, 506 S. Frederick Avenue, Gaithersburg, MD 20877 (ATTN: Amanda Cornaglia)
 - Artists submitting digital photos or website link may submit their application by e-mail to: acornaglia@gaitersburgmd.gov.
- Within 2 weeks of receipt, you will be notified by e-mail. Acceptance is based on specific criteria defined below. All artists who apply will be notified of their status with the market within 2 weeks of receipt. Accepted artists will receive a vendor packet with market details. Refunds will be issued to non-accepted applicants. **There will be NO refunds once an artist is accepted into the market.**

JURYING CRITERIA

All artists who submit a completed application will be juried based on the following set of criteria:

- Originality, quality, display, attractiveness, uniqueness, and balance of type of crafts
- Handcrafted items produced by the vendor submitting the application. We will not accept anyone selling kits and commercially manufactured merchandise, imported merchandise, novelty sales items, sports collectibles, or embellishments on imported or manufactured bulk merchandise.
- Preference will be given to creatively designed display booths to maintain the integrity of the market. The display area is no larger than 10'x10'.
- Preference will be given to returning vendors in good standing.

SPACE ASSIGNMENTS

All artist spaces are 10'x10' and will be located outside of the pavilion, either on the brick or on the grass. **All Artists must provide their own set up which includes tables, chairs, and a 10' x 10' canopy with weights for windy conditions. Artists must take responsibility for setup and teardown. Each vendor will also display a neat, legible sign identifying their business.** Seasonal artists will be expected to adhere to their assigned space for the entire duration of the season. Artists are not permitted to make their own arrangements to change their assigned space.

All spaces will be temporarily marked opening day. Thereafter, vendors are expected to know their location and ensure they are setting up within their assigned space and dimensions. **Artists must be set up and ready to sell by no later than 8:45 am.** If you plan to be absent from the market, e-mail Amanda Cornaglia at acornaglia@gaitthersburgmd.gov by COB the Wednesday before that market date.

TERMS AND CONDITIONS

- Mass produced items and commercial items are not allowed at Market.
- All items that artists and crafters sell at the market must be handmade. Artists are only allowed to sell items formally approved by the Market Coordinator and jurying committee.
- I agree to conduct myself in a professional manner.
- I agree to confine all materials to my assigned space.
- I agree to sell during the entire duration of the market and will not close my booth before 2 pm. I understand that leaving prior to closing is disruptive and vendors who do so may not be invited back to the market.
- I agree to comply with all federal, state and local regulations.
- I agree to not approach a customer viewing another artist's display.
- I agree to not use profanity or become physically or verbally abusive.
- I agree to be responsible for the behavior of those designated to act as an employee/agent/representative.
- I agree to not hawk my items or sell in an aggressive manner.
- I agree to not bring my vehicle onto the brick/grass of the market area and understand that only preapproved vendors are permitted to bring vehicles onto the brick/grass.
- I agree to provide trash receptacles for any waste generated by my booth and further agree to remove that trash from the market. I understand that receptacles provided by the Market are intended for the use of our customers and guests only.
- I agree to refrain from smoking or drinking alcohol at the market.
- I agree to not have pets, alcohol, weapons, or illegal/harmful substances while selling on City property.
- I agree to provide all items necessary for my booth operation (tables, chairs, canopy, etc.) and further agree to safely and properly secure my canopy/tent and all items in the event of adverse weather conditions. I agree to provide a canopy that is neat, clean and in good repair. I also agree and understand that I am required to have a neat and legible sign at my stand identifying my business.
- I agree to allow the City to take and/or use photographs, video and/or recordings of my booth for promotional purposes in print or televised advertisements, brochures, postcards, fliers, City website, and other marketing media.
- I understand that street parking is limited and agree to park my vehicle away from the market in attempt to leave spaces open in front of the market for customers. This does not apply to any vendor who has informed the Market Coordinator of an ADA accommodation request.
- I understand that I must be completely set up by 8:45 am.
- I understand that the Montgomery County Bag Tax does not apply to this market.
- I understand that the market will be held rain or shine and that the choice to participate is entirely mine to make. If the weather prevents an artist from attending, that artist must immediately notify the Market Coordinator e-mail at acornaglia@gaitthersburgmd.gov. The City will not cancel this event unless safety is of concern. Check our website www.gaitthersburgmd.gov for the status of the market.
- Vendors may not switch, sublet, or apportion spaces to other vendors without prior approval from the Market Coordinator.
- **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 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.

- Vendors agree to be cooperative with the City of Gaithersburg's agents and other vendors. **City staff reserves the right to remove any vendors who they deem uncooperative.**
- The City reserves the right to restrict or prohibit the sale and display of any item(s) deemed inappropriate. These spaces are for the sole purpose of vending handmade products and arts and crafts. No other solicitations are allowed.
- Participation in the Artist & Craft Program by groups or organizations other than City of Gaithersburg Officials, departments or committees, does not constitute City of Gaithersburg endorsement.
- Acceptance into the Artist Market does not include participation in City-sponsored events, festivals or flea markets, which require separate fees and pre-registration.

Interpretation of these guidelines is at the discretion of the City staff.

TERMINATION

The Market reserves the right to terminate this agreement at any time. All terms and conditions shall survive termination.

For more information, please contact Amanda Cornaglia at acornaglia@gaithersburgmd.gov or Andi Rosati at arosati@gaithersburgmd.gov

301-258-6350
