

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@gaithersburgmd.gov



Gaithersburg
A CHARACTER COUNTS! CITY

Main Street Farmers and Artists Market
301 Main Street, Gaithersburg, MD 20878
Saturdays, May 2 – November 21
9:00 a.m. – 2:00 p.m.

For more info, please call 301-258-6350 or go to
www.gaithersburgmd.gov.

2015 FARMERS & ARTISTS MARKET – CHILDREN’S ACTIVITY SPONSOR APPLICATION

Please refer to the Market Vendor Guidelines when completing this application

REGISTRATION ACCEPTED ON AN ONGOING FIRST-COME, FIRST-SERVED BASIS.

Please Print Legibly or Type

Name _____ Business Name _____

Full Mailing Address _____

Home # _____ Cell # _____

E-mail (Required) _____

Proposed Marketing at Market (circle all that apply)

Sell Items/Services

Handouts

Giveaways

Collect Donations

Description of Business, Service, or Program

Proposed Children’s Activity: *(Activities should be creative, fun, and engaging for children ages 2-12 and approved by the Farmers Market Committee.)*

CHILDREN’S ACTIVITY SPONSOR FEES

Please circle the dates you would like to attend the market on the calendars below. *Application does not guarantee acceptance into the market*

•SPONSOR FEES (PER DAY)*

City Business/Organization: \$50

This opportunity is currently open only to City of Gaithersburg businesses and organizations.

Please make checks payable to “City of Gaithersburg”

SATURDAYS AT MAIN STREET

May	June	July	Aug.	Sep.	Oct.	Nov.
2	6	4	1	5	3	7
9	13	11	8	12	10	14
16	20	18	15	19	17	21
25	27	25	22	26	24	
30			29		31	

***Sponsors will receive an assigned space and must provide their own 10 x 10 tent and supplies. Spaces are on a first-come first-served basis, with only one sponsor assigned per week. Once your application has been approved for a specific date, no refunds will be issued.**

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 _____

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

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

Signature _____

Print Name _____

Office Use Only:

2015 Gaithersburg Markets Sponsor
42458

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

Processed by: Initials: _____ Date: _____

Sponsors may apply throughout the season, as space allows. Applications must be received at least two weeks before requested start date(s).



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2015 MARKET SPONSOR GUIDELINES

The City of Gaithersburg is providing local businesses and organizations with the opportunity to promote their products, services, or events, within certain guidelines, at the 2015 Main Street Farmers and Artists Market. All applications must include an approved children's activity offered free of cost to market attendees. All applications must receive approval from the Market Coordinator before acceptance into the market. The Children's Activity Tent is located on the Main Street Green. The Pavilion & surrounding spaces are reserved for seasonal farmers and food vendors only.

CHILDREN'S ACTIVITY SPONSOR FEES

Application does not guarantee acceptance into the market

•SPONSOR FEES (PER DAY)*

City Business/Organization: \$50

This opportunity is currently open only to City of Gaithersburg businesses and organizations.

Please make checks payable to "City of Gaithersburg"

*Sponsors will receive an assigned space. Spaces are on a first-come first-served basis, and only one sponsor space is available each week.

REGISTRATION PROCESS

- To be considered for market space, all sponsors must submit a complete application package which includes:
 - A signed and completed 2015 Children's Activity Sponsor Application
 - 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) or by e-mail to: acornaglia@gaithersburgmd.gov.
- Within two weeks of receipt, you will be notified by e-mail. Acceptance is based on specific criteria defined below. Accepted sponsors will receive a packet with market details. Refunds will be issued to non-accepted applicants. **There will be NO refunds once a vendor is accepted into the market.**

APPLICATION REVIEW CRITERIA

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

- Business or organizations must operate within the City of Gaithersburg
- Appropriateness of proposed children's activity for market customers, ages 2-12.
- Preference will be given to booths that will maintain the integrity of the market. The display area is no larger than 10'x10'.
- Preference will be given to returning sponsors in good standing.

SPACE ASSIGNMENTS

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

Successful applicants will receive a map with the location of their space. Sponsors are expected to know where their space is and ensure they are setting up within their assigned space and dimensions. **Sponsors must be set up and ready for customers by no later than 8:45 am.**

SET UP/TAKE DOWN

All sponsors must arrive at market by 8:00 a.m. and no later. If you have been approved to bring your vehicle onto the brick/grass you will need to arrive no later than 7:30 a.m. in order to ensure that you can get your truck into your space. Sponsors are required to keep their booth open from 9 a.m.-2 p.m. Sponsors are not permitted to pack up or leave the market earlier than 2 p.m. and must leave the premises by 3:30 p.m.

MARYLAND STATE SALES TAX

The City of Gaithersburg is required to submit all vendor names and addresses to the Maryland Comptroller's Office. Please contact their offices at 410-767-1300 / www.marylandtaxes.com to obtain one before submitting your application. **If you plan to sell anything at your booth, you must include this to be considered.**

TERMS AND CONDITIONS

- I agree to conduct myself in a professional manner.
 - I agree to confine all materials to my assigned space.
 - I agree to keep my booth open 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 vendor'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 myself. 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 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 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 sponsor must immediately notify the Market Coordinator e-mail at acornaglia@gaithersburgmd.gov. The City will not cancel this event unless safety is of concern. Check our website www.gaithersburgmd.gov for the status of the market.
 - Sponsors may not switch, sublet, or apportion spaces to other vendors without prior approval from the Market Coordinator.
 - **Sponsors 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. Sponsors 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.
 - Sponsors 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. Sponsor spaces should be welcoming and appropriate for children and families.
 - Participation in the Gaithersburg Farmers & Artist Market Program by groups or organizations other than City of Gaithersburg Officials, departments or committees, does not constitute City of Gaithersburg endorsement.
 - Acceptance into the Farmers & 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 or 301-258-6350.