

**Completed applications may be submitted by**

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

ATTN: Amanda Cornaglia  
City of Gaithersburg Activity Center  
Parks, Recreation, and Culture  
506 S. Frederick Avenue  
Gaithersburg, MD 20877  
[acornaglia@gaitthersburgmd.gov](mailto:acornaglia@gaitthersburgmd.gov)



**Gaithersburg**  
A CHARACTER COUNTS! CITY

Saturday, April 23, 2016  
9 a.m. – 2 p.m.  
Montgomery County Agricultural Center  
Building 6  
16 Chestnut Street  
Gaithersburg, MD 20877  
For more info, please call 301-258-6350  
[www.gaitthersburgmd.gov](http://www.gaitthersburgmd.gov)

# INDOOR BABY BAZAAR APPLICATION

## SATURDAY, APRIL 23, 2016

*\*Please refer to the Indoor Baby Bazaar Guidelines when completing this application\**

REGISTRATION BEGINS: February 29, 2016

REGISTRATION DEADLINE: April 20, 2016 (Or until full)

Please Print Legibly or Type

Name: \_\_\_\_\_ Business Name: (if applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_ E-mail (Required) \_\_\_\_\_

MD Tax ID # \_\_\_\_\_ \*If you have a MD Tax ID #, please note it on your application. The City is required to submit all vendor names and addresses to the Maryland Comptroller's Office. If you have any questions, please contact the Comptroller's regional office at 410-260-7980 or go to [www.marylandtaxes.com](http://www.marylandtaxes.com)

\*My Items are Mostly:  USED  NEW

\*Item Price Range: \$ \_\_\_\_\_ - \$ \_\_\_\_\_ (Expensive items do not tend to sell well at Baby Bazaars. You sell at your own risk.)

\*Please give a **brief** description of items to be sold: (Info booths are not permitted. Please see fact sheet for items not allowed.)

\_\_\_\_\_

- All spaces are approximately 15'x 8'
- Vendors must provide their own tables and chairs
- Electricity is available upon request
- Baby AND children's items are acceptable
- We **WILL** accept a limited number of vendors selling **general flea market** items or any other items that are not meant for babies or children. This will be first come, first serve. Vendors applying to sell general flea market items can submit their applications as soon as registration starts, but must wait for final approval from the Market Coordinator to sell at market. Final decisions for those selling general flea market items will be made in mid-March, to allow plenty of time for vendors selling Baby Bazaar items to apply.

### SPACES

Spaces are approx. 15'x 8'

# of spaces needed: \_\_\_\_\_

### FEES

CITY RESIDENT

\$20

NONRESIDENT

\$25

Fees are per space. Make checks payable to: "City of Gaithersburg"

In registering for the City of Gaithersburg's Indoor Baby Bazaar, you agree to comply with all guidelines, rules, regulations, times, etc. as set forth in the attached Guidelines. You agree to allow the City to take and/or use photographs, video and/or recordings of your booth for promotional purposes in print or televised advertisements, brochures, postcards, fliers, City website, and other marketing media. You certify that you have read or been given the opportunity to read and fully understand Resolution R-73-05 (sent upon request), any amendments thereto, the Indoor Baby Bazaar Guidelines, this agreement, and any other applicable law or resolution that is in effect as of the date of the Indoor Baby Bazaar in 2016.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Submission of this application does not constitute its acceptance.\***

The City of Gaithersburg is committed to making reasonable accommodations as required by the **Americans with Disabilities Act (ADA)**. Accommodation requests must be received at least three weeks in advance. Please indicate the **ADA** accommodations you need: \_\_\_\_\_

**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 Indoor Baby Bazaar

**Baby Bazaar, April 23 - #44508**

Rec'd: \_\_\_\_\_ W E M F Resident: Y N

Date: \_\_\_\_\_ Initials: \_\_\_\_\_

**Completed applications may be submitted  
by mail, walk-in, fax or e-mail to:**

ATTN: Amanda Cornaglia  
Activity Center at Bohrer Park  
506 S. Frederick Avenue  
Gaithersburg, MD 20877  
Fax: 301-948-8364  
[acornaglia@gaitthersburgmd.gov](mailto:acornaglia@gaitthersburgmd.gov)



Saturday, April 23, 2016  
9 a.m. – 2 p.m.  
Montgomery County Fairgrounds, Bldg. 6  
16 Chestnut Street  
Gaithersburg, MD 20877

For more info, please call 301-258-6350  
[www.gaithersburgmd.gov](http://www.gaithersburgmd.gov).

## 2016 INDOOR BABY BAZAAR GUIDELINES

**Date:** Saturday, April 23, 2016

**Time:** 9 a.m. – 2 p.m.

**Location:** Montgomery County Agricultural Center, 16 Chestnut Street, Gaithersburg, MD 20877  
Building 6

### **REGISTRATION**

**Registration Begins:** Residents\*: February 22, 2016      Nonresidents: February 29, 2016

\*A City Resident is someone who resides within the City of Gaithersburg limits.

Registration forms must be complete and legible, and returned with the appropriate fee(s) in person or by **mail** to the Department of Parks, Recreation and Culture, 506 South Frederick Avenue, Gaithersburg, MD 20877, Attn: Amanda Cornaglia. Forms may be **e-mailed** to [acornaglia@gaitthersburgmd.gov](mailto:acornaglia@gaitthersburgmd.gov) using Visa, MasterCard, or Discover.

**Incomplete applications will be returned. Spaces fill quickly and will be assigned on a first come-first served basis.**

Space assignments will be made by the City staff upon arrival of the application and payment. **A vendor packet will be e-mailed one week prior to the market** to all vendors who are accepted into the market. Please be sure to provide a working e-mail on your application.

### **FEES**

Fees are per space

Make checks payable to “City of Gaithersburg”

<u>City Residents</u>	<u>Nonresidents</u>
\$20 per space	\$25 per space

- Each space is approximately 15’ x 8’
- Vendors are responsible for providing their own tables and chairs
- Baby AND children’s items are acceptable
- Electricity is available upon request
- We **WILL** accept a limited number of vendors selling **general flea market** items or any other items that are not meant for babies or children. This will be first come, first serve. Vendors applying to sell general flea market items can submit their applications as soon as registration starts, but must wait for final approval from the Market Coordinator to sell at market. Final decisions for those selling general flea market items will be made in mid-March, to allow plenty of time for vendors selling Baby Bazaar items to apply.

### **CHECK IN & SET-UP**

**A CITY STAFF PERSON MUST CHECK YOU IN PRIOR TO SETTING UP!** Please have your confirmation letter with you. Check-in time is between 7-8:15 a.m.

**If a vendor has not arrived or is not in his/her space(s) by the 8:15 a.m. deadline, staff reserves the right to assign the empty space to another individual. Set-up must be completed by 8:45 a.m., at which time we will allow customers to enter the building. Vendor’s booths must be operational from 9 a.m. to 2 p.m. Vendors who pack up prior to 2 p.m., may not be permitted at future events.**

Vendors agree to sell items only from their assigned space(s). Vendors agree that their set-up will be within the specified space boundaries and that their display, merchandise, etc., will not obstruct, block, or interfere with neighboring vendors.

The City reserves the right to restrict or prohibit the sale and display of any item(s) deemed inappropriate, and may ask vendors in violation to remove items or close the booth space.

## **TAX INFORMATION**

The City is required by the State of Maryland to disclose all vendor names and addresses for tax purposes. If you have a Maryland Tax ID number, please place it on the application. If you do not have one, please do not worry about obtaining one, as the MD Comptroller will assign you a temporary Tax ID # sometime after the event has concluded. If you have any questions, please contact the Maryland Comptroller's Office at 410-260-7980 or [www.marylandtaxes.com](http://www.marylandtaxes.com).

The \$.05 Montgomery County Bag Tax does not apply to this market. Please do not collect this from your customers.

## **CLEAN-UP**

- Vendors are responsible for ensuring that their respective space(s) are **clean and free of ALL TRASH**. All items not sold must be removed from your space and taken with you. A \$10 clean up fee will be assessed if your space is left untidy.
- All vendors **MUST STAY UNTIL 2 p.m.** Vendors may not start packing up their booth until 2 p.m.
- All vendors **MUST LEAVE THE PREMISES BY 3 p.m.**
- All items must be packed up and ready to load, **BEFORE** your car is brought to the building for loading. Vehicles will only be allowed to stay in the loading area for up to 10 minutes. Please plan and pack accordingly.

## **INDEMNIFICATION**

Vendors agree not to hold the City or its employees responsible if they do not make a profit. 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, Fairgrounds staff and other vendors, as to have a pleasant and orderly market. Participants must not:

- Engage in any activity which is disruptive to others.
- Engage in any activity that may present a danger to themselves or others.
- Use language or behavior which is obscene, abusive, loud, insulting or disrespectful to others.
- Harass or discriminate on the basis of race, gender, age, national origin, religion or disabling condition.
- Participate in illegal activity while at the Market.
- Participate in the Market while under the influence of illegal drugs or alcohol.
- Be in possession of firearms or other weapons at the Market.
- Destroy, steal or damage property in the building or on the grounds.

Failure to abide by these policies may result in application rejection, immediate removal, limitation, or suspension from ongoing or future Markets or City events.

## **REFUNDS**

NO REFUNDS will be issued unless the event is canceled by the City. Baby Bazaars are held during rain or snow. The City will not cancel this event unless safety is a concern. **If the weather is at all questionable, please call 301-258-6350 or check our website [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov) for the status of the Baby Bazaar.**

**For additional information, please call or e-mail Recreation Program Coordinator, Amanda Cornaglia at [acornaglia@gaitersburgmd.gov](mailto:acornaglia@gaitersburgmd.gov) or Senior Recreation Program Supervisor, Andi Rosati at [arosati@gaitersburgmd.gov](mailto:arosati@gaitersburgmd.gov), or by phone at 301-258-6350.**