

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

ATTN: Amanda Cornaglia
City of Gaithersburg Activity Center
506 S. Frederick Avenue
Gaithersburg, MD 20877
acornaglia@gaithersburgmd.gov



Gaithersburg
A CHARACTER COUNTS! CITY

Saturdays, Jan 23, Feb 27, and March 12
9 a.m. – 2 p.m.
Montgomery County Agricultural Center
(Montgomery County Fairgrounds)
Building 6
16 Chestnut Street
Gaithersburg, MD 20877

2016 INDOOR FLEA MARKETS APPLICATION

REGISTRATION BEGINS: September 23, 2015

REGISTRATION ENDS: Wednesday before each Market (or when full, whichever is first)

PLEASE REFER TO THE GUIDELINES WHEN COMPLETING THIS APPLICATION

Please Print Legibly or Type

Name _____ Business Name _____

Mailing Address _____

Home # _____ Cell # _____ E-mail _____

- ❖ **My Items are Mostly:** USED NEW (Only a limited number of people selling new items will be accepted.)
- ❖ **Item Price Range:** \$ _____ - \$ _____ (Expensive items do not tend to sell well at flea markets. 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' (15 ft. wide x 8 ft. deep).**
- ❖ **Vendors must provide their own tables and chairs.**
- ❖ **Electricity is available upon request.**

2016 Indoor Flea Market Dates

(Please choose date(s) and note # of spaces needed)

- | | |
|--------------------------------------|-------------------|
| <input type="checkbox"/> January 23 | # of spaces _____ |
| <input type="checkbox"/> February 27 | # of spaces _____ |
| <input type="checkbox"/> March 12 | # of spaces _____ |

RESIDENT*

\$20

NONRESIDENT

\$25

Fees are per space.

Please make checks payable to: "City of Gaithersburg"

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

In registering for the City of Gaithersburg's Indoor Flea Market, you agree to comply with all guidelines, rules, regulations, times, etc. as set forth in this application and the attached Fact Sheet. 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 agree not to hold the City responsible if you do not make a profit. You certify that you have read and fully understand Resolution R-73-05 (sent upon request), any amendments thereto, the Flea Market Fact Sheet, this agreement, and any other applicable law or resolution that is in effect as of the date of the 2016 Flea Markets.

❖ **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)**. Requests must be received 3 weeks in advance. Please indicate the **ADA** accommodations you need: _____

Amount Paid \$ _____ Cash Check # _____

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

Signature _____

Print Name _____

Office Use Only: Indoor Flea Markets 2016

January 23 - #43112

February 27 - #43113 Resident: Y N

March 12 - #43114

Rec'd Date: _____ W E M F

Processed by: Initials: _____ Date: _____

2016 INDOOR FLEA MARKETS GUIDELINES

REGISTRATION BEGINS: September 23, 2015 **REGISTRATION ENDS: Wednesday before each Market**

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 also be **emailed** to acornaglia@gaithersburgmd.gov. **Incomplete applications will be returned.**

Individuals and organizations may register. Space assignments will be made by the City staff. Confirmation of space assignments will be emailed one week prior to the scheduled Flea Market date(s). Spaces fill quickly and will be assigned on a first come first served application basis.

VENDOR FEES

Resident*	Nonresident
\$20	\$25

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

- Vendors may sell gently used and/or new items. We place a limit on the number of people selling new items.
- Each space is approximately 15' wide X 8' deep.
- You must provide your own tables and chairs.
- Electricity is available upon request.

PLEASE NOTE: We do not allow businesses to solely promote (i.e. set up information booths) at our markets. You must be selling gently used or new items in order to participate as a vendor. Please contact us for sponsorship or advertising opportunities.

NO:

- **WEAPONS, KNIVES, OR SWORDS, ETC.**
- **ADULT ONLY (OBSCENE) MERCHANDISE, BOOKS, OR MAGAZINES, ETC.**
- **PETS, ALCOHOL, OR ILLEGAL SUBSTANCES** within the Flea Market boundaries at any time.
- **SMOKING** in the building. If you must smoke, please do so outside and at least 15 feet away from the building.

CHECK IN & SET-UP

A CITY STAFF PERSON MUST CHECK YOU IN PRIOR TO SETTING UP. Please have your confirmation information letter with you. Check-in time is between 7-8:15 a.m. You will be assigned a check-in time. Adhering to that assigned time will allow for a smoother load in process. Please pack your items so that you can unload quickly, as you will need to remove your vehicle from the load-in area within 10 minutes.

If a vendor is not checked in by the 8:15 a.m. deadline, staff reserves the right to assign the space to another individual. Set-up must be completed by 9:00 am, at which time doors will open to customers. Vendors' booths must be operational from 9 a.m. to 2 p.m. **Vendors are NOT permitted to leave or pack up prior to 2 p.m.**

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 or walkways. Vendors agree to display items appropriately within the assigned space(s). No merchandise may be set up beyond the front boundary of your space.

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.

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

TAX INFORMATION

The City is required by the State of Maryland to disclose all vendor names and addresses for tax purposes.

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 loading area. 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 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. Flea Markets are held during rain or light snow. The City will not cancel this event unless safety is a concern. **If the weather is questionable, please call 301-258-6350 or check our website www.gaithersburgmd.gov for the status of the Flea Market.**

For additional information, please call or e-mail Recreation Program Coordinator, Amanda Cornaglia at acornaglia@gaitersburgmd.gov or Senior Recreation Program Supervisor, Andi Rosati at arosati@gaitersburgmd.gov, or 301-258-6350.