

Completed applications may be submitted by mail, walk-in or e-mail to:
 ATTN: Amanda Cornaglia
 City of Gaithersburg Activity Center at Bohrer Park
 506 S. Frederick Avenue
 Gaithersburg, MD 20877
acornaglia@gaithersburgmd.gov
 For more info, please call 301-258-6350 or go to
www.gaithersburgmd.gov.



Gaithersburg
 A CHARACTER COUNTS! CITY

Main Street Winter Farmers Market
 301 Main Street, Gaithersburg, MD 20878
 Saturdays, November 29 – April 25
 10 a.m. – 2 p.m.
www.gaithersburgmd.gov
www.facebook.com/GaithersburgMarkets

2014-2015 WINTER FARMERS MARKET APPLICATION

*Applications must be received by September 30, 2014. *Please refer to the attached Farmers Market Guidelines before submitting**
REGISTRATION BEGINS: Monday, August 25, 2014

Please Print Legibly or Type

Farmer Name _____ Business Name _____

Mailing Address _____

Home # _____ Cell # _____ E-mail (Required) _____

MD Tax ID # _____ Location of Farm (if different from mailing address) _____

Do you grow and produce all of your items Yes No If not, please explain: _____

Is this a full-time or part-time occupation? F/T P/T Total Greenhouse Space _____ Total Acreage _____

Type of Farm Practice: Certified Organic IPM Traditional Pesticide Free

Payment Accepted Cash Checks Debit/Credit SNAP WIC FMNP

Successful applicants must apply for a Montgomery County Department of Health permit to participate in this market. Call 240-777-3986 for permit information.

MARKET FEES

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

•Seasonal Vendor

City Resident: \$125 Nonresident: \$150

All spaces are 10' wide x 8' deep. Only one vehicle allowed. Vendors can only purchase one space per market. **The first 8 qualified applicants will be accepted.**

Nov	Dec	Jan	Feb	Mar	Apr
29	6	3	7	7	4
	13	10	14	14	11
	20	17	21	21	18
	27	24	28	28	25
		31			

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act (ADA). 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, the guidelines and the Market Coordinator. I further understand that I must submit all applicable permits or certifications along with this application. 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 Farmers Market 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: 2014-15 Winter Markets

#40496

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

Date: _____ Initials: _____

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.)

PRODUCT	QUANTITY	ESTIMATED HARVEST DATE

*In addition to me, the following persons are designated my employee/agent/representative:

1) _____ 2) _____ 3) _____

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

*Please list your farm websites, including social media.

*Please provide us with a short bio about your farm (or a link to where we can find one online)

*Please let us know your vehicle type and dimensions: Type: _____ Dimensions: _____

*Please provide a drawing of your set up/layout in the space below (Include vehicle):



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Applications must be received by Sept 30, 2014.
We encourage early return if possible.
All applications must be approved by the
Market Coordinator.

For more info, please call 301-258-6350 or go to
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2014-2015 WINTER FARMERS MARKET GUIDELINES

REGISTRATION PROCESS

- Please mail or drop off your application package to:
 - ATTN: Amanda Cornaglia, Activity Center at Bohrer Park, 506 S. Frederick Avenue, Gaithersburg, MD 20877.
- Once your application package has been received, you will be notified with an e-mail confirmation. Acceptance will be based on a specific set of criteria as defined below. Applicants who are accepted into the market will receive a vendor packet with more details about the market. Monies will be returned to applicants who are not accepted into the market. **There will be NO refunds once an applicant is accepted into the market.**

SPACE ASSIGNMENTS

All Winter Market spaces are 10' x 8' and will be located under the Pavilion. **All Vendors must provide their own set up which includes tables and chairs. Vendors must take responsibility for setup and teardown. Each vendor will also display a neat, legible sign identifying their business.** Vendors will be expected to adhere to their assigned space for the entire duration of the market season. Vendors are not permitted to make their own arrangements to change their assigned space. If you have a concern with your space, please contact the Market Coordinator.

All spaces will be temporarily marked for the first market day. For the remainder of the season, vendors will be expected to know where their space is and ensure that they are setting up within their assigned space and dimensions. **Vendors must be set up and ready to sell by no later than 9:45 am.** If you know that you will be absent from the market, please send an e-mail to Amanda Cornaglia acornaglia@gaithersburgmd.gov by COB the Wednesday before the market date you will miss.

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 sell/participate 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 garbage receptacles for any waste generated by my booth and further agree to remove that garbage 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 selling on City property.
- I agree to provide all items necessary for my booth operation (tables, chairs, etc.). 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 9:45 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 a vendor from attending, that vendor 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.
- Participation in the Winter Market by groups or organizations other than City of Gaithersburg Officials, departments or committees, does not constitute City of Gaithersburg endorsement.
- Acceptance into the Winter 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 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@gaitthersburgmd.gov or Andi Rosati at arosati@gaitthersburgmd.gov
301-258-6350