SUMMERFEST
- AT BOHRER PARK -

Lawn Party & Fireworks
Saturday, June 29, 2019
5 - 11:30 p.m.

Bohrer Park at Summit Hall Farm
506 S. Frederick Avenue, Gaithersburg, MD

FOOD VENDOR CONTACT INFORMATION
Jennie Cottrell – Jennie.Cottrell@gaithersburgmd.gov • 240-805-1507

FOOD VENDOR FACT SHEET
Please keep pages 1 – 3 for your reference

EVENT DESCRIPTION
The City of Gaithersburg SummerFest draws an entire community to the grounds of Bohrer Park for an evening of non-stop entertainment. This one-day event includes live music, food, craft beer, giant inflatables, captivating entertainers, giveaways, fun activity areas for all ages and interests and, of course, fireworks. The SummerGlo After-Party lights up the night until 11:30 p.m. **Note that a small number of food vendors will be needed for the after-party.**

APPLICATION & NOTIFICATION PROCESS
Applications are **due May 24, 2019**. ***All required materials must be submitted in order for an application to be considered.*** Applicants will receive a confirmation e-mail upon receipt of application and payment. After the deadline has passed, all submissions will be reviewed and vendors will be selected and notified. Applications received after the deadline will only be considered if space is still available. No applications will be accepted after June 10.
Applicants who are not accepted will receive a full refund.
Accepted food vendors who do not have a year-round mobile permit from Montgomery County are required to apply for a temporary food service permit from the Montgomery County Department of Health and Human Services at least two weeks before the event; a health inspection will occur onsite. Festival arrival information will be emailed approximately two weeks prior to the event.

VENDOR FEES
Resident rates apply only to those individuals who reside or whose businesses are located within the **corporate City tax limits of Gaithersburg**. A Gaithersburg mailing address does not necessarily mean the address is within the corporate City tax limits. An online residency look-up map is available at gaithersburgmd.gov.

RAIN POLICY / CANCELLATION / REFUND
This is an indoor/outdoor rain or shine event. The City will ONLY issue refunds if the entire event is canceled due to public safety concerns. Otherwise, there will be no refunds after June 14, 2019. Refunds are subject to specific guidelines and a $10 processing fee.

ANTI-HARASSMENT POLICY
The City of Gaithersburg is committed to providing a safe and welcoming environment for everyone, in which all individuals are accepted and are treated with respect and dignity, free from harassment of all kinds. The City expects all vendors, sponsors, volunteers and participants of any kind in City programs and special events to treat each other and the public with courtesy and respect. The City has adopted a zero-tolerance policy and will not allow any level of harassment by program participants of any type.

FOOD VENDOR FACT SHEET (cont.)

FESTIVAL REGULATIONS

- All vendors are required to arrive, set up and break down at the times designated in the load-in information.
- No food items or drinks may be sold by any vendor except for Festival-approved food vendors pre-authorized by the Montgomery County Health Department.
- Unauthorized alcoholic beverages, pets (with the exception of service dogs), skateboards, roller blades, bicycles, weapons (real or facsimile), fireworks (including sparklers), and smoking and/or vaping are prohibited on Festival grounds.
- Use of polystyrene (Styrofoam™) products is not permitted in Gaithersburg. Please use paper products or another "green" option for service.
- City staff members reserve the right to have vendors remove unacceptable or inappropriate items, and to relocate or remove any vendor who does not comply with the Festival regulations, is uncooperative with event staff, or is disruptive to the Festival. Disruption is defined as disturbing other vendors, interfering with event programming, behaving aggressively toward event attendees or staff, damaging property, or engaging in behavior that threatens the safety of others.
- City staff members reserve the right to deem a vendor ineligible for participation in future events based on late arrival, early departure, no shows, and inappropriate or uncooperative behavior.
- **Vendors are responsible for their own trash, cooking oil and wastewater disposal. Vendors who do not adhere to this regulation will be subject to a fine.**

ARRIVAL / BREAK DOWN

Arrival information will be e-mailed to accepted vendors approximately two weeks before the Festival. **Vendors will be assigned an arrival time between 1 and 3 p.m.** Event staff will not be available to assist with any set-up or break down of vendor concession. Food vendors selected to stay for the SummerGlo After-Party may continue service through the fireworks and until the end of the party at 11:30 p.m. All other food vendors will be instructed to close their lines at 9 p.m. in order to end service at 9:15 p.m., and will be allowed to leave once police deem it safe to allow vehicle movement.

VENDOR SPACE

All food vendor spaces are 20' wide x 10' deep. Vendors must provide and are responsible for their own equipment (canopy, tables and chairs, generator, fire extinguisher) and must stay within their assigned space.

PARKING

Only one vehicle per vendor will receive a pass to enter the Festival area. Not all parking will be within sight of booth locations. Please contact **Jennie Cottrell (Jennie.Cottrell@gaithersburgmd.gov)** if you need passes for any other vehicle to enter the Festival area for unloading or if you must have nearby parking for a restocking vehicle. **Vendor vehicles will not be allowed to re-enter the Festival area until the police have deemed it safe to do so.**

TRASH / ELECTRICITY / WATER

There is **no electricity or water available at the site. Vendors are responsible for their own trash, cooking oil and wastewater removal. Vendors using generators are required to bring barricades, cones, caution tape or rope to block them off for safety. Vendors who do not adhere to this regulation will be subject to a fine and may be prohibited from future participation.**

SALES TAX

Food Vendor names will be submitted to the Maryland State Comptroller's Office; if you do not have one, a temporary Tax ID # will be automatically assigned if you are required to file sales taxes.

PHOTOS

Photographs submitted with application may be used to promote the festival. Also, please note that photographs taken during the event may be used by the City of Gaithersburg for promotional purposes.

CITY RESOLUTION # R-73-05

RESOLUTION OF THE MAYOR AND CITY COUNCIL AMENDING R-30-92, THE POLICY SETTING FORTH STANDARDS FOR EXHIBITORS, VENDORS, ENTERTAINERS, AND SOLICITORS AT CITY- SPONSORED EVENTS

WHEREAS, the City of Gaithersburg sponsors a myriad of special programs, festivals, and events throughout the year which are well attended by citizens of all ages;
and
WHEREAS, exhibitors, vendors, entertainers and solicitors are invited to participate in these community functions;
and
WHEREAS, these events are held on public property and/or within and along public ways necessitating the closing of streets and specific areas to ensure that all events will be carried out in a manner which protects the public health, safety and welfare of visitors thereto;
and
WHEREAS, the City of Gaithersburg established a standardized policy, as directed by Resolution No. R-30-92, for exhibitors, vendors, entertainers and solicitors to participate on the premises of City-sponsored events;
and
WHEREAS, the standardized policy was established to ensure peaceful assembly, to protect persons and property, to exercise efficient control of crowds and to offer equitable and uniform treatment of exhibitors, vendors, entertainers and solicitors;
and
WHEREAS, the Mayor and City Council have determined that it is in the best interest of the community that amendments to the policy be made from time to time in order to improve the quality of the City's special programs, festivals and events:
NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that amendments be made to Resolution No. R-30-02, establishing a standardized policy for each exhibitor, vendor, entertainer and solicitor, participating in a City-sponsored event be and they hereby are as follows:

1. The City will not permit any person or organization to solicit and/or distribute information or goods or offer food, goods or services for sale or entertain within any public right-of-way or public property associated with a City-sponsored event unless a completed application to participate in the specific event has been filed with the City of Gaithersburg and approved by the City Manager or his designee.

2. The City will accept applications prior to the application deadline and reserves the right to reject any application which is incomplete or where the applicant's proposed activity during the event will disrupt other exhibitors or the peaceful assembly of attendees or damage or injure persons or property, or interfere with the planned special events, or is rejected for failure to meet stated selection criteria.

3. The City reserves the right to establish and enforce written rules and regulations as to other criteria which City staff deems pertinent to carry out a special public event or exhibit, provided such rules, regulations and criteria are approved by the City Manager or his designee.

4. The City shall have the right to remove any exhibitor or exhibit or other participant from the event limits who does not comply with the aforementioned requirements or the terms set forth in the approved application.

5. If the City determines to remove an exhibitor or other participant from the event limits pursuant to its authority under paragraph 4 of this Resolution, notification will be made in person by a City staff member. If exhibitor or other participant disregards the staff member's request to leave the event, law enforcement will be contacted to remove the exhibitor or participant. It shall be unlawful for any person participating in a City event to fail to obey a law enforcement request to leave the event area. The area reserved for a City event will be clearly defined and available upon request at the time an exhibitor or participant is requested to leave the event.

ADOPTED by the City Council on the 1st day of August, 2005.

SIDNEY A. KATZ, MAYOR and President of the Council
DAVID B. HUMPTON, CITY MANAGER

2019 FOOD VENDOR APPLICATION

PLEASE SEND IN THIS PORTION (Pgs. 4-5) WITH PAYMENT

APPLICATION DEADLINE: MAY 24, 2019

Submitting an application with payment does not guarantee acceptance

Application must be complete and include all requested attachments and payment in order to be processed. Incomplete applications will not be considered. No applications will be considered after June 10, 2019.

APPLICATION MUST INCLUDE:

- Full menu with prices
- Photo of booth or truck and site plan (layout)
- Payment in full

IF ACCEPTED, APPLICANTS MUST:

- Apply for a Montgomery County Health Permit https://www.montgomerycountymd.gov/HHS-Special/LandRLicensingSpecialFood.html
- Provide a Certificate of Insurance listing City of Gaithersburg as the certificate holder

All Applicants

I certify that I have read and fully understand the *SummerFest* Food Vendor Fact Sheet and that the information contained in this application is true, and I will personally be responsible for ensuring that the space plan for *SummerFest* will be carried out in conformance with this application.

I further understand that if I intend to sell goods at the Festival, **I will be required to charge 6% sales tax and, if necessary, I will be assigned a temporary Maryland State Tax ID# by the MD State Comptroller's Office.** If selling food, I must apply and be approved for a temporary food service permit from the Montgomery County Department of Health and Human Services.

I certify that I have read, or have been given the opportunity to read, and fully understand R-73-05 (page 3), any amendments thereto, the Festival Rules and Regulations (Fact Sheet), this Agreement, and any other applicable law or resolution that is in effect as of the date of *SummerFest*.

By participating in this City of Gaithersburg Festival I agree that I, or anyone entitled to act on my behalf, together with the organization I represent (if any), hereby waive and release the City of Gaithersburg and the organizers of the Festival, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of my participation in the Festival, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in *SummerFest* by groups or organizations other than City of Gaithersburg officials, departments or committees does not constitute City of Gaithersburg endorsement.

Signature_____ **Date**_____

Accessibility Accommodations

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act and other applicable law. Your request for accommodations will in no way affect your acceptance status. Please describe any specific accommodations you are requesting based on physical, psychiatric, behavioral or other concerns. All requests for accommodations must be made by June 14, 2019 to allow the City sufficient time to consider the request.

_____

_____

I WOULD LIKE TO STAY LATE FOR THE SUMMERGLO AFTER-PARTY FROM 10-11:30 p.m.: YES ___ NO___

SUMMERFEST
- AT BOHRER PARK -

PLEASE COMPLETE THIS PAGE

Business Name: _____ Contact Name: _____

Address: _____ City: _____

State: _____ Zip: _____ E-Mail (required): _____

Day Phone (required):_____ Cell Phone: _____

Website/Social Media URL: _____

Only individuals and organizations located within the incorporated City limits of Gaithersburg will be eligible for the resident rate. A residency look-up map is available at https://maps.gaithersburgmd.gov/addressParcelInfo/.

RESIDENT - **$125** NONRESIDENT - **$155** per each 20'x10' space

All payments will be processed at the time of the application.
Applicants who are not selected will receive a full refund.
If e-mailing your application, please do not fill in a credit card number. Instead, print and sign your name, e-mail the application, and call Jennie Cottrell at 240-805-1507 with a credit card number.

Make checks payable to City of Gaithersburg # of spaces: ____ Fee: _____ Total paid: _____

□ CASH □ CHECK #_____

□ CREDIT: Circle one: VISA/MC/DISC/AMEX #_____Exp. ____ /____

Signature (required for Credit Card): _____

Print Name (required for Credit Card): _____

Type of Booth: □Tent □Trailer □Truck **Service Side:** □Driver's side □Passenger side
Generator: □Yes □No **Length and width of complete set-up, including hitch:** _____ x _____

Late fee required for applications postmarked after May 24. No application will be accepted after June 10.
No refunds will be made after June 14, 2019. Refunds are subject to City guidelines and a $10 processing fee.

SEND COMPLETED APPLICATION, PAYMENT AND ALL REQUIRED MATERIALS TO:

E-MAIL
Jennie Cottrell
Jennie.Cottrell@gaithersburgmd.gov

MAIL
SUMMERFEST Food Vendor
506 S. Frederick Avenue
Gaithersburg, MD 20877

FOR OFFICE USE ONLY

2019 FOOD VENDOR RATES
SUMMERFEST FOOD VENDOR

☐ $125 CITY RESIDENT
☐ $155 NON-CITY RESIDENT

Date Rec: _____
Initials: _____
Date Proc: _____
Initials: _____
# of Spaces: _____
Conf. Sent: _____
A/R Sent: _____