

# **SAMPLE**

## **Event Information, Regulations and Policies**

**Please keep pages 1-2 for your reference.**

*Interpretation of the following information and regulations  
is at the discretion of City staff.*

### **SPONSOR CONTACTS**

Sponsorship Manager  
sponsorship@gaitthersburgMD.gov

### **EVENT DETAILS:**

Date:  
Location:  
Start time:

### **FESTIVAL REGULATIONS FOR ALL PARTICIPATING VENDORS**

- 1) Participants are required to arrive, set-up and breakdown at the times and locations designated in the load-in documents, communicated via e-mail prior to the event. Participants are required to notify event organizers in advance if they are unable to attend the event.
- 2) No food items or drinks may be sold by any participants except for event-approved food vendors pre-authorized by the Montgomery County Health Department.
- 3) Unauthorized alcoholic beverages, pets (with the exception of service dogs), skateboards, roller blades, bicycles, weapons (real or facsimile), and smoking/vaping are prohibited on event grounds.
- 4) City staff members reserve the right to have vendors remove unacceptable or inappropriate items, and to relocate or remove any participant who does not comply with event regulations, is uncooperative with event staff, or is disruptive to the event. Disruption is defined as disturbing other participants, interfering with event programming, behaving aggressively toward event attendees or staff, damaging property, or engaging in behavior that threatens the safety of others.
- 5) City staff members reserve the right to deem ineligible for participation in future events any vendor who does not comply with the event regulations, is uncooperative with event staff, or is disruptive to the event.

### **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 against any level of harassment by program participants of any type.

### **RAIN /EVENT CANCELLATION POLICY**

**This event is an outdoor, RAIN or SHINE event.** You are responsible for covering your materials in case of rain or wind. If the City cancels the event due to public safety concerns such as severe weather conditions, notice will be placed on the City website.

### **REFUND POLICY FOR THE CANCELLATION OF AN EVENT**

Because sponsors will have received pre-event marketing exposure, refunds will not be issued if the event is cancelled.

# SAMPLE

## Event Information, Regulations and Policies (CONT.)

### **BOOTH SPACE**

Dependent upon the benefits listed for the selected sponsorship package, spaces are 10'x10' and include: one 10x10 canopy, table and 2 chairs. All sponsors must provide and are responsible for their own tablecloth, displays, decorations, and staff. Event staff members are **not available** to assist with set-up or takedown of your booth. Sponsor equipment and materials must remain within assigned space, and may not obstruct the view of, block, or interfere with neighboring exhibits. **Sponsors may not select their own placement, and must set up in the space designated for them by marker or an event staff member.**

### **ARRIVAL / SET-UP / TAKE-DOWN**

Event day arrival information will be e-mailed to sponsors two weeks prior to the event.

Vendors must **unload quickly, move vehicle to assigned parking, and then return to set up.** We suggest that you bring someone to stay with your equipment and merchandise while you move your vehicle. Event staff are **not available** to assist with your set-up or break-down.

### **PARKING**

Parking is in designated areas and information will be provided with your participant documents, which will be e-mailed prior to the event.

### **ACCOMMODATIONS FOR PERSONS WITH DISABILITIES**

The City of Gaithersburg is committed to making reasonable accessibility accommodations as required by the Americans with Disabilities Act. **All requests must be made no later than XXXXX XX, XXXX; however, in order to properly accommodate requests, please notify us as soon as possible.** Please note: your request for accommodations will in no way affect your acceptance status.

### **SALES TAX**

The State of Maryland requires any person selling used or new products to charge 6% sales tax. If you plan to sell items and do not have a MD tax ID #, you DO NOT NEED TO APPLY FOR ONE. Vendor names will be submitted to the Maryland State Comptroller's Office and a temporary Tax ID # will be automatically assigned to you by the State after the Festival.

### **TRASH / ELECTRICITY / WATER**

**No electricity or water is available.** Sponsors are responsible for their own trash removal. Sponsors who do not adhere to this regulation will be subject to a fine. Use of a generator, if permitted in your area, must be approved by event staff in advance.

### **PHOTOS**

Photographs submitted with application may be used to promote the event. Please note that photographs or video taken during the event may be used in future promotional materials

**SAMPLE**  
**SPONSORSHIP FORM**  
(Please submit pages 3-5 with payment.)

Sponsor Name (as you would like it listed on event materials):

\_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Full Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Day-of-Festival Cell: \_\_\_\_\_

Website URL: \_\_\_\_\_

Social Media Page and Handle: \_\_\_\_\_

I certify that I have read, fully understand, and agree to comply with the Special Event Information, Regulations and Policies, and that the information I have provided in this application is true and complete. I will be personally responsible for ensuring that the use of my space is carried out in conformance with this application.

I further understand that if I intend to sell goods at the event, **I am required to charge 6% sales tax and I will be assigned a temporary Maryland State Tax ID# by the MD State Comptroller's Office after the event, if needed.**

By participating in this City of Gaithersburg event, 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 event, 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 event, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

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

**By signing this application, I authorize my payment to be processed and deposited upon receipt.**

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

*This agreement is pending approval until signed off on by the City Manager or his/her Designee*

City Manager/Authorized Designee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACCOMMODATIONS FOR THOSE WITH A DISABILITY:** 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 XXXXX XX, XXXX to allow the City sufficient time to consider the request. Please indicate what accommodations are necessary:

\_\_\_\_\_  
\_\_\_\_\_

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## SPONSORSHIP FORM (cont.)

**Please check box if you would like a booth space at the Festival.** If not checked, we will assume you will **NOT** be in attendance. We ask that you please also send an email confirming your request for a booth space and any special accommodations needed.

Please check box if you or your organization is currently negotiating a contract with the City or is regulated by the City, including seeking planning or zoning approvals or permits.

Please check the box if your company or organization is registered with the Maryland State Department of Assessments & Taxation in order to legally conduct business in the State.

### Please Select Level of Sponsorship:

**Red** \$X,XXX       **Yellow** \$XXX       **Green** \$XXX       **Blue** \$XXX

Please send a high resolution logo (300 dpi minimum) **Deadline XXXXX XX, XXXX**. Also include a 75 word or less description of your business, products or services to be read from the Parade Grand Stand.

**If submitting form via email, please do not fill in your credit card number.** Instead, print and sign your name, email the application, and call Sponsorship at 240-258-6350 to provide a credit card number by phone.

#### Sponsor, Please Complete:

Total Paid: \$ \_\_\_\_\_  Cash       Check # \_\_\_\_\_

Please make checks payable to: City of Gaithersburg

CREDIT: Circle one: VISA / MC / AMEX / DISC last 4 digits # \_\_\_\_\_ Exp. \_\_\_\_ / \_\_\_\_

Name on Card: \_\_\_\_\_

Signature (required): \_\_\_\_\_

Print Name (required): \_\_\_\_\_

#### MAIL COMPLETED APPLICATION & PAYMENT TO:

Special Events Team  
Attn: Special Event  
506 S. Frederick Avenue  
Gaithersburg, MD 20877

Thank you for Your Support!