



FOOD VENDOR APPLICATION
9th Annual
GAITHERSBURG BOOK FESTIVAL
May 19, 2018
10:00 a.m. to 6:00 p.m.

Gaithersburg City Hall & Griffith Park
31 S. Summit Avenue, Gaithersburg

FOOD VENDOR CONTACT INFORMATION:

Jennie Cottrell: jennie.cottrell@gaitHERSBURGmd.gov
240-805-1507

FOOD VENDOR FACT SHEET

Please keep for your reference

Interpretation of these guidelines is at the discretion of the City staff

Event Description

The Gaithersburg Book Festival (GBF) is a large-scale annual celebration of the written word. This outdoor event features presentations and signings by authors of both national and local acclaim, writing workshops, literary exhibitors, book sales, children's activities, and more. This event generally draws approximately 20,000 attendees. The festival runs from 10 a.m. to 6 p.m.

Application & Notification Process

The application due date is **March 26, 2018**. ***All required materials must be submitted in order for your application to be considered.*** You will receive an initial confirmation e-mail upon receipt of your application. After the deadline has passed, applications will be reviewed and vendors will be selected. Notification will be sent regarding acceptance status by mid-April. ***Applicants who are not accepted will receive a full refund.*** Applications received past the deadline will only be considered if space is still available. Accepted food vendors are required to apply for a temporary food service permit from the Montgomery County Health and Human Services Department; a health inspection will occur on the day of the event. Festival arrival information will be emailed approximately 2 weeks prior to the event.

Set-up

Set-up will be from 8 a.m. – 9 a.m. on Saturday, 5/19/18. Your arrival time will be noted on your entrance pass. **You must unload and move extra vehicles to the assigned parking area before setting up your booth.** Festival streets will be closed to all vehicles at 9 a.m. **Vehicles arriving after 9 a.m. will not be allowed into the festival area.**

FOOD VENDOR FACT SHEET (cont.)

Space and Equipment

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

Electricity/Water

There will be **no electricity or water available**. Vendors providing their own generators are required to bring barricades, cones, caution tape or rope to block them off for safety.

Vehicles

There is no parking available on the festival grounds. All vendors will receive one parking pass for a nearby lot. All other vehicles must park at the Activity Center at Bohrer Park (three blocks away) or at Lakeforest Mall, where a free accessible shuttle to and from the festival is available.

Important Tax Information

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 to you if you are required to file sales taxes.

Breakdown / Cleanup

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.** Food service should cease at 6 p.m. but not before.

Photos

Photographs submitted may be used to promote the festival. Also, please note that photographs taken during the event may be used in future promotional materials.

Rain Policy/Cancellation/Refund

This is an outdoor, RAIN or SHINE event.

If the City cancels the event due to public safety concerns, a refund will be issued. Otherwise, there will be no refunds after 5/4/18. Refunds are subject to specific guidelines and a processing fee.

Festival Regulations

- All vendors are required to arrive, set up and breakdown 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), 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, or to relocate or dismiss/remove any participant.
- 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.

CITY RESOLUTION # R-73-05 - EVENTS

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



2018 GAITHERSBURG BOOK FESTIVAL Food Vendor Application

PLEASE COMPLETE AND SUBMIT THIS PORTION (PGS. 4 & 5) WITH PAYMENT

Application Deadline: March 26, 2018 (late applications considered until 4/18 if space is available)

Sending 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.

APPLICATION MUST INCLUDE:

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

IF ACCEPTED, APPLICANTS MUST:

- Apply for a Montgomery County Health Permit
- Provide a Certificate of Insurance listing City of Gaithersburg as certificate holder

All Applicants

I certify that I have read and fully understand the Gaithersburg Book Festival 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 the Gaithersburg Book Festival 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 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 (sent upon request), 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 the Gaithersburg Book Festival.

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 the Gaithersburg Book Festival by groups or organizations other than City of Gaithersburg officials, departments or committees does not constitute City of Gaithersburg endorsement.

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. All requests must be made by May 1st. Your request for accommodations will in no way affect your acceptance status. Please indicate what accommodations are necessary:

PLEASE COMPLETE THIS PAGE

Business Name: _____ Contact Name _____

Address: _____ City: _____

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

Day Phone (required): _____ Evening Phone: _____

Cell: _____ Website/ Social Media URL: _____

Resident fees apply to those businesses whose addresses are within the incorporated city limits of Gaithersburg. Please mark the number of spaces desired below.

RESIDENT - \$175 NONRESIDENT - \$225 _____ # of 20'x10' spaces desired

All payments will be processed at the time of the application.

Applicants who are not selected will receive a full refund.

If emailing 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 to provide a credit card number by phone.

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

Generator: Yes No

Length and width of complete set up, including hitch: _____ x _____

Please mark the service side of your truck on the diagram below:

Hitch or Truck Front



End or Rear

Please mark the location of your generator with a STAR.

SEND COMPLETED APPLICATION, PAYMENT, AND ALL REQUIRED MATERIALS TO:

Jennie Cottrell
jennie.cottrell@gaithersburgmd.gov

or mail to:
Gaithersburg Book Festival Food Vendor
506 S. Frederick Avenue
Gaithersburg, MD 20877

FOR OFFICE USE ONLY

GAITHERSBURG BOOK FESTIVAL FOOD VENDOR

- \$175 RESIDENT
- \$225 NON-RESIDENT

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