



LITERARY 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

Literary Vendor Contact:

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

LITERARY 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.

Eligible Vendors

All vendors must be of a literary nature and fit the literary theme of the event. Publishers must publish works by authors and be available for hire by authors seeking publication of their work. Publications qualify only if the publication itself is the primary focus of the business or organization. Organizations which publish pamphlets or literature only for the purpose of promoting the organization's mission do not qualify. Vendor selection will be made by the Gaithersburg Book Festival Planning Committee.

Political Candidates and Organizations

Political candidates and organizations do not qualify for a vendor space (see Eligible Vendor criteria above). Candidates are permitted to attend the festival to meet and greet attendees, but are prohibited from posting or carrying signage, or passing out promotional items at the festival.

Application & Notification Process

The application **deadline is March 26, 2018**. All applications postmarked or delivered after that date must include a \$25 late fee; late applications that do not include the fee will not be accepted. No applications received after April 18, 2018 will be considered. Applicants will receive a confirmation e-mail upon receipt of application with payment. After the deadline of March 26, applications will be reviewed and vendors will be selected. Notification will be sent regarding acceptance status by mid- April. Acceptance will be dependent on literary applicability, appeal of activities, and space available. Vendors who are not accepted will receive a full refund. Festival arrival information for accepted vendors will be emailed approximately two weeks prior to the event. **Please note:** The number of vendor spaces is limited.

LITERARY VENDOR FACT SHEET (cont.)

Arrival, Parking and Departure

Set-up will take place from 7 a.m. – 9 a.m. **One** vehicle pass with an assigned entry time will be provided to accepted vendors. **You must unload and move your car to the assigned parking area before setting up your booth.** Unloading areas will be as close as possible to your booth space. Please bring someone with you to watch your belongings, as parking is not within sight of the booth. Festival streets will be closed to all traffic at 9 a.m. **Vehicles arriving after 9 a.m. will not be allowed into the festival area.** Vendors may begin dismantling their booths at 5:30 p.m.; vehicles will be allowed in once police deem it safe to open the roads. Event staff will not be available to help set up or dismantle your booth. Please plan accordingly. Parking is limited, so vendors using a large number of staff or volunteers should instruct those workers to park at Lakeforest Mall and take the free shuttle to the festival.

Space and Equipment

Vendors are provided with a 10'x10' canopy, one 6 ft. rectangular table, and two chairs. Vendors are responsible for providing tablecloths, signage and all other materials needed for an attractive booth space, and must operate *only* within their assigned space. Free wifi is available, but may be unreliable. **Generators are NOT permitted, and electricity and water are not available.** Vendors are required to take their trash with them at the end of the event, and **will be subject to a fine if trash is left behind.**

Important Tax Information

The State of Maryland requires any person selling used or new products to charge 6% sales tax. If you do not have a Maryland tax ID number, 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.

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. You are responsible for covering your materials in case of rain. Bringing your booth supplies in waterproof plastic bins is highly recommended. 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 assigned times communicated 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 / vaping are prohibited on Festival grounds.
- 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

GAITHERSBURG BOOK FESTIVAL 2018 Literary Vendor Application

**PLEASE COMPLETE AND SUBMIT THIS PORTION (PGS. 4 & 5) WITH PAYMENT.
The application deadline is March 26, 2018**

- All applications postmarked after March 26, 2018 must include the \$25 late fee.
- Application must be complete and include full payment in order to be processed. Please be sure to include signature/payment pages when submitting your application. Incomplete applications will not be processed.
- Late applications that do not include the late fee will not be accepted.
- **NO application postmarked after April 18, 2018 will be accepted.**
- **Submitting an application with payment does not guarantee acceptance.**

LITERARY CATEGORY: *All vendors must promote literary materials, organizations, causes or themes. All items sold must be related to books, writing, or literature. Please see Eligible Vendors (page 2) for more specific criteria.*

- Publisher Literary Merchant Literary Organization or Club
 Literary Publication Book Arts (Handcrafted) Literary Nonprofit

Are you: Children Oriented **OR** Adult Oriented (this will determine your placement in the festival)

I Plan To: (Check all that apply)

Sell a product Hand out info Pass out giveaways Collect donations

Offer an activity or special promotion (please describe): _____

If selling a product, please describe the item(s) you will be selling: _____

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:

All Applicants

I certify that I have read and fully understand and agree to comply with the Gaithersburg Book Festival Fact Sheet and that the Regulations contained in this application, and that the information I have provided in this application is true. 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 anything at the festival, **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.**

As a participant of the Gaithersburg Book 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.

By signing this application, I authorize my check (if applicable) to be processed and deposited upon receipt. I understand that if I am not accepted into the festival, a full refund will be issued.

Signature _____

Date _____

PLEASE COMPLETE THIS PAGE

Organization/Business Name (as you would like it listed in print): _____

Contact Person: _____ E-mail: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Cell #: _____

Website/Social Media URL: _____

Fees are per 10' x10' space, and include one 10'x10' canopy, one 6 ft. rectangular table, and two chairs.

Literary Vendor Category: Please check appropriate box below.

Resident fees apply to those businesses whose addresses are within the incorporated city limits of Gaithersburg.

	RESIDENT	NON-RESIDENT
Publisher, Publication, Merchant, Organization:	<input type="checkbox"/> \$175	<input type="checkbox"/> \$200
Book Arts (<i>handcrafted</i>):	<input type="checkbox"/> \$100	<input type="checkbox"/> \$125
Non-profit: (<i>proof of Non-profit status must be provided</i>)	<input type="checkbox"/> \$100	<input type="checkbox"/> \$125

Please indicate **how many** spaces you are applying for: _____

Space is issued only to the vendor listed on this application and is not transferable.

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.

# of spaces	X	Space Fee	+ \$25 Late Fee (if applicable)	=	Total fee
_____	X	\$_____	+ _____	=	\$_____

Total Paid: \$_____ Cash Check # _____

Please make checks payable to: **City of Gaithersburg**

CREDIT: Circle one: VISA / MC / DISC / AMEX # _____ Exp. _____ / _____

Signature (required for credit card): _____

Print Name (required for credit card): _____

Late fee required for applications postmarked after March 26. No application will be accepted after April 18. No refunds will be made after May 4, 2018. Refunds are subject to City guidelines and a processing fee.

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

Jennie Cottrell	or mail to:	Gaithersburg Book Festival Literary Vendor
Jennie.cottrell@gaithersburgmd.gov		Attn: Jennie Cottrell
		506 S. Frederick Avenue
		Gaithersburg, MD 20877

FOR OFFICE USE ONLY

GAITHERSBURG BOOK FESTIVAL LITERARY VENDOR

	RESIDENT	NON-RESIDENT
Publisher, Publication, Merchant, Organization:	<input type="checkbox"/> \$175	<input type="checkbox"/> \$200
Book Arts, Nonprofit:	<input type="checkbox"/> \$100	<input type="checkbox"/> \$125

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