



May 18, 2019

10:00 a.m. to 6:00 p.m.

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

EXHIBITING AUTHOR APPLICATION

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

FACT SHEET

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 around 20,000 attendees. The festival runs from 10 a.m. to 6 p.m.

Exhibiting authors are **non-presenting** authors who wish to have a full or half booth space for the whole day, to market and sell their books. Exhibiting Author booths are interspersed with other literary vendor booths throughout the festival.

Application & Notification Process

The application **deadline is March 25, 2019. 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. Applications received after April 17, 2019 will not be considered.** Applicants will receive a confirmation e-mail upon receipt of application with payment; after the deadline of March 25, applications will be reviewed and vendors will be selected. Notification will be sent regarding acceptance status by late April. Acceptance will be dependent on eligibility, appeal of activities, and space available. Applicants who are not accepted will receive a full refund. Festival arrival information for accepted vendors will be emailed approximately 2 weeks prior to the event. **Please note:** The number of Exhibitor spaces is limited.

Set-up

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. Event staff will not be available to help set up or dismantle your booth. Please plan accordingly.

FACT SHEET (cont.)

Space and Equipment

Exhibitors are provided with a 10'x10' canopy, one 6 ft. rectangular table, and two chairs. **Those who apply for a half size space will share a 10'x10' booth space with another vendor and will receive a 4' table and two chairs.** Accepted applicants who desire a half-size space will be paired with another author, with final placement decisions made by the Festival planners. 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 Wi-Fi is available, but can 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.**

Parking

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

Exhibitors are responsible for bringing, storing and selling their own books. We recommend bringing 10 - 12 copies (if you think you will sell more, bring more.) 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 number will be automatically assigned to you.

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.

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 books and other supplies in waterproof plastic bins is highly recommended. If the City cancels the event due to public safety concerns, a refund will be given. Otherwise, there will be no refunds after 5/3/19. 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, and which is 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 tolerate any level of harassment by program participants of any type.

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

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

- All applications postmarked after **March 25, 2019** 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 accepted.
- Late applications that do not include the late fee will not be accepted.
- **Applications postmarked after April 17, 2019 will NOT be accepted.**
- **Submitting an application with payment does not guarantee acceptance.**

Eligibility Information: Exhibiting authors / illustrators must be promoting and selling their own book(s).

Book Title(s):

Genre (please circle one): Fiction Non-Fiction Young Adult Children Poetry

Placement of children's authors: Children's authors will be placed in the children's area of the festival.

If you are selling both children's AND adult books, please indicate if your adult books are appropriate for families or if they should be featured outside of the children's area:

I Plan To: (Check all that apply)

- Sell my book(s) Hand out info Pass out giveaways
 Offer an activity or special promotion (please describe):
-

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 May 3, 2019 to allow the City sufficient time to consider the request.

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 AND SUBMIT THIS PAGE WITH PAYMENT

Author 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: _____

*A full size 10'x10' booth space is under a canopy and includes one 6 ft. rectangular table and two chairs.
A half size 5'x10' booth space is under a canopy and includes one 4 ft. rectangular table and two chairs.
Accepted applicants with a half size space will be paired with another author, as assigned by the Festival planners.*

Please check appropriate box below. **Resident fees apply to those applicants whose addresses are within the incorporated city limits of Gaithersburg.**

CITY RESIDENT EXHIBITING AUTHOR

- 10'X10' SPACE - \$100
- 5'X10' SPACE (HALF SIZE BOOTH) - \$60

NON-CITY RESIDENT EXHIBITING AUTHOR

- 10'X10' SPACE - \$125
- 5'X10' SPACE (HALF SIZE BOOTH) - \$85

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

Payments will be processed at the time of the application. If not selected, applicants 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** \$ _____

Total Paid: \$ _____ **Check #** _____

Please make checks payable to: CITY OF GAITHERSBURG

CREDIT: Circle one: VISA / MC / DISC / AMEX

_____ **Exp.** _____ / _____

Signature (required): _____ **Print Name:** _____

Late fee required for applications postmarked after March 25. Applications postmarked after April 17 will not be accepted. No refunds will be made after May 3, 2019. Refunds are subject to City guidelines and a \$10 processing fee.

SEND COMPLETED APPLICATION AND PAYMENT TO:

Jennie Cottrell
Jennie.Cottrell@gaitHERSBURGMD.GOV

or mail to:

Gaithersburg Book Festival Exhibiting Author
Attn: Jennie Cottrell
506 S. Frederick Avenue
Gaithersburg, MD 20877

**FOR OFFICE USE ONLY
GAITHERSBURG BOOK FESTIVAL EXHIBITING AUTHOR**

RESIDENT

- 10'x10' - \$100
- 5'x10' - \$60

NON-RESIDENT

- 10'x10' - \$125
- 5'x10' - \$85

Date Rec: _____

Initials: _____

Date Proc: _____

Initials: _____

of Spaces: _____

Conf. Sent: _____

A/R Sent: _____