



May 18, 2019  
10:00 a.m. to 6:00 p.m.  
Gaithersburg City Hall & Griffith Park  
31 S. Summit Avenue, Gaithersburg

## LITERARY VENDOR APPLICATION

Contact: Jennie Cottrell: [jennie.cottrell@gaitersburgmd.gov](mailto:jennie.cottrell@gaitersburgmd.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.

#### **Eligible Vendors**

All vendors must be of a literary nature and fit the literary theme of the event. 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 and/or their representatives may walk within the festival to meet and greet people but they cannot carry signs, use amplifiers or impede pedestrians who wish to move around the festival, or post campaign signs or attach stickers to any public property or signage. Designated participation in this event must be of a literary nature therefore, there are no assigned spaces for other types of activities, including an area to post campaign signs. Candidates and/or their representatives may not go on to a stage to speak unless invited by a City official. If so invited, they may not campaign.

#### **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 and will be dependent on eligibility, 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.

#### **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**

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.**

### **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**

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 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 1<sup>st</sup> 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 the **deadline of March 25, 2019** must include the \$25 late fee.
- Applications 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.**

**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):

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

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**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.

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**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**

**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' x 10' space, and include one 10' x 10' canopy, one 6 ft. rectangular table, and two chairs.*

Please check appropriate box below. **Resident fees apply only to those businesses located within the incorporated city limits of Gaithersburg.**

	CITY RESIDENT	NON-CITY 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

*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 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: \_\_\_\_\_