



May 18, 2024

10 a.m. to 6 p.m.

Bohrer Park at Summit Hall Farm

506 S. Frederick Avenue, Gaithersburg, MD

LITERARY VENDOR APPLICATION

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

FACT SHEET

Interpretation of these guidelines is at the discretion of the City of Gaithersburg 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 qualify ONLY if publication itself is the primary focus of the business or organization. Organizations that publish pamphlets or literature created 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 / 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 MAY NOT carry signs, use amplifiers, impede pedestrians who wish to move around the festival, post campaign signs, attach stickers to any public property or signage, OR step onto a stage to speak unless invited by a City official. If so invited, they may not campaign while speaking.

Application & Notification Process

The application **deadline is March 22, 2024**. Applications received after that date will be considered only if space is available. **All applications postmarked or emailed after March 22 must include a \$25 late fee;** late applications that do not include the fee will not be accepted. **Applications postmarked or emailed after April 5, 2024 will not be considered.** Applicants will receive a confirmation e-mail upon receipt of application with payment; after the March 22 deadline, applications will be reviewed and vendors will be selected. Email notification will be sent regarding acceptance status by mid-April. Acceptance will be dependent upon eligibility and space availability. Applicants who are not accepted will be issued a full refund.

Space and Equipment

Exhibitors are provided with a 10'x10' space under a 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 Wi-Fi is available, but may be unreliable. **Electricity and water are not available, and generators are not permitted.** 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.

Arrival, Set-up & Breakdown

Accepted vendors are required to be in attendance for the entirety of the festival.

Arrival and set-up will take place on a staggered schedule between 7 a.m. – 9 a.m. Unloading areas will be as close as possible to the assigned booth space, however some walking may be required. Vendors should plan to bring someone to assist and/or watch belongings while parking vehicle.

Breakdown may begin **no earlier** than **5:00 p.m.** Vehicles will be allowed back into the festival area beginning at 5:30 pm. (Note: Festival programming from 5:15-6:00 pm takes place indoors only.) Event staff will not be available to help with set up or breakdown. Please plan accordingly.

FACT SHEET (cont.)

Parking

All vendors will receive a parking pass for one vehicle to park in a nearby lot. All other vehicles must be parked in the Olde Towne garage or the Gaithersburg City Hall lot (three blocks away) or at designated satellite parking, 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. Vendors are responsible for covering their materials in case of rain. Bringing materials 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 May 3, 2024. 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 against any level of harassment by program participants of any type.

FESTIVAL REGULATIONS

- Vendors are required to arrive, set up and break down at the times and locations designated in the vendor load-in documents, communicated via e-mail prior to the Festival. Vendors are required to notify Festival organizers in advance if they are unable to attend the event.
- 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), fireworks (including sparklers), and smoking and/or vaping are prohibited on Festival grounds.
- City staff members reserve the right to have vendors remove unacceptable or inappropriate items, and to relocate or remove any vendor who does not comply with the Festival regulations, is uncooperative with event staff, or is disruptive to the Festival. Disruption is defined as disturbing other vendors, interfering with event programming, behaving aggressively toward event attendees or staff, damaging property, or engaging in behavior that threatens the safety of others.
- City staff members reserve the right to deem a vendor ineligible for participation in future events if vendor does not comply with the Festival regulations, is uncooperative with event staff, or is disruptive to the Festival.

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.

- Application must be complete and include full payment in order to be considered. Please be sure to include signature/payment pages when submitting your application.
- Submitting an application with payment does not guarantee acceptance.
- All applications **postmarked or emailed after March 22, 2024 must include the \$25 late fee.**
- Late applications that do not include the late fee will not be considered.
- Applications **postmarked or emailed after April 5, 2024 will not be accepted.**

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 1) for more specific criteria.*

- | | | |
|--|---|---|
| <input type="checkbox"/> <u>Publisher</u> | <input type="checkbox"/> <u>Literary Merchant</u> | <input type="checkbox"/> <u>Literary Organization or Club</u> |
| <input type="checkbox"/> <u>Literary Publication</u> | <input type="checkbox"/> <u>Literary Arts (Handcrafted)</u> | <input type="checkbox"/> <u>Literary Nonprofit</u> |

Are you: ☐ Children Oriented **OR** ☐ Adult Oriented

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:

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 April 26, 2024 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

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 Page: _____

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

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

	CITY RESIDENT	NONRESIDENT
Publisher, Publication, Merchant, Organization:	<input type="checkbox"/> <u>\$175</u>	<input type="checkbox"/> <u>\$200</u>
Book Arts (handcrafted):	<input type="checkbox"/> <u>\$125</u>	<input type="checkbox"/> <u>\$150</u>
Nonprofit:	<input type="checkbox"/> <u>\$125</u>	<input type="checkbox"/> <u>\$150</u>

(proof of nonprofit status must be provided with application)

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

Payments will be processed at the time of application. If not selected, applicants will receive a full refund.

If e-mailing your application, please do not fill in a credit card number.

Once the application is received, someone will call to obtain your credit card number.

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

Total Paid: \$ _____ **Check # (payable to CITY OF GAITHERSBURG)** _____

CREDIT CARD: Circle one: VISA / MC / DISC / AMEX (DO NOT FILL OUT IF E-MAILING)

_____ **Exp.** _____ / _____

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

**Late fee required for applications postmarked or emailed after March 22.*

No refunds will be made after May 3, 2024. 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

GBF LITERARY VENDOR

	RESIDENT	NONRESIDENT
Publisher, Publication, Merchant, Organization:	<input type="checkbox"/> <u>\$175</u>	<input type="checkbox"/> <u>\$200</u>
Literary Arts, Nonprofit:	<input type="checkbox"/> <u>\$125</u>	<input type="checkbox"/> <u>\$150</u>
Late Fee	<input type="checkbox"/> <u>\$ 25</u>	<input type="checkbox"/> <u>\$ 25</u>

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