



City of
Rockville
Get Into It

Rocktoberfest

Saturday, October 5, 2019

Thank you for your interest in being a vendor at the City of Rockville's Rocktoberfest event. In this packet, you will find detailed information about the event, and the application process. If you have any additional questions, please contact:

Amanda Knox
Events Specialist
aknox@rockvillemd.gov
240-314-8620

Event Overview

The second annual Rocktoberfest is set for Saturday, October 5 from 11 a.m.- 5 p.m. in Rockville Town Center. The event features live music with German-themed performances, local breweries, kids activities, an artisan/presenter area and food. The event is expected to draw 3,000 visitors.

2019 Application & Deadline Calendar

Application Deadline	Friday, August 16
Notification of Acceptance/Decline	Friday, August 23
Booth Payment Due	Friday, September 6
Booth Assignment and Arrival Information	Friday, September 20
Rocktoberfest	Saturday, October 5 11 a.m. -5 p.m.

Booth Fees

Booth fee includes a 10'x10' tent, a table and two chairs. **Do not submit booth payment with application.** If accepted, payment of the booth fee will be necessary to secure your spot at the event. All fees are non-refundable. Please note there is no electricity available.

Item	Cost	Description
10'x10' booth space	\$150	Includes a 10'x10' tent, a table and two chairs
Tent Sidewalls	\$80	Your booth space will be set-up with tent sides <i>This is an optional add-on to your tent; cannot be added day-of event.</i>

NEW: Artisan Referral Program

Save on your booth fees. Vendors can receive \$15 off their booth fee for each vendor referred to the city (up to five referrals). Note: In order to be awarded the \$15 discount, both the vendor and referral must be accepted to participate in the event.

Event Rules and Regulations:

- Vendors must be 18 years of age or older.
- All work exhibited at the event must be of the quality/type shown in the images submitted to the jury.
- Vendors may not share booths.
- Vendors must be present for the duration of the event.
- Items for sale may not be priced higher than \$300.
- Priority will be given to those who sell Oktoberfest-themed items.
- There is no internet access at the event.
- There is no electricity at the event.
- All decisions made by the Jury are final.
- The City will provide vendors with a tent, a table and two chairs. Vendor must supply display weights.
- Booth placement is at the discretion of event organizers.
- Each vendor is limited to one booth.
- Vendor agrees to remove all materials/decorations from booth and agrees to return space back to the condition as it was received by vendor. Vendors shall not remove booth exhibit until the event is over.
- If accepted, payment for booth space must be sent via cash or check by no later than Friday, September 6. All fees are non-refundable.
- Rocktoberfest is held rain or shine.

Booths will be visited periodically throughout the festival by show officials to ensure compliance with the rules. Vendors will be required to remove all work that is not in compliance. Persistent violation of the rules will result in expulsion from the event and ineligibility for future City of Rockville events.

Maryland Tax ID

All vendors are responsible for collecting and reporting proper state sales tax. A Maryland Tax ID # is required to participate as a vendor in this event. (If a temporary MD Tax ID # is needed, call the MD State Retail Tax Division at 301-942-5400)

Event Food License

If the item(s) you are selling food items, you will need to complete a TEMPORARY FOOD SERVICE LICENSE APPLICATION. For more information visit: <http://www.montgomerycountymd.gov/HHS-Special/LandRLicensingSpecialFood.html>.

Please send applications to the City of Rockville by Friday, August 16:

Rocktoberfest
Attn: Amanda Knox
111 Maryland Ave.
Rockville, MD 20850
Aknox@rockvillemd.gov



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Vendor Application

Applications are due by Friday, August 16..

Business Name: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Website: _____

Maryland Tax ID Number: _____

(A tax ID is required to sell your items. If you don't have an ID number, call Maryland State Retail Tax Division at 301-949-0280)

Product Description: *(Describe in detail):* _____

Are items Oktoberfest related? Yes No

What is the average price for your items? \$ _____

Experience: *(please list three events where you have sold your product)*

1) _____

2) _____

3) _____

Referred by: _____

Image submission

Submit two images of your items, and one of your booth layout. All images must be an accurate representation of your items and not manipulated in any way. Images can be sent via e-mail to aknox@rockvillemd.gov. All images must be high quality Jpg images.

	Item Name	Retail Price
Image #1		\$
Image #2		\$
Image #3		\$

RELEASE AND SIGNATURE

By signing this application, I am verifying that the work meets the event rules and regulations as set forth in this document. The City of Rockville, Rocktoberfest event does not carry insurance to cover theft, loss, or damage to work or personal property, or against personal injury. I understand that I shall be responsible for the security and safekeeping of all my equipment, property, merchandise or other at all times during the duration of Rocktoberfest. I understand that I have been advised to obtain my own insurance if necessary. I agree to indemnify and hold harmless the Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees, its agents, successor, and assigns, from any and all claims, suits, demands, actions, causes of action, damages, expenses, liabilities, and attorney’s fees, arising in any way from my activities and the actions or inaction of my agents or employees. I shall be responsible for all damage to persons or property, which occurs or is a result of its conduct and shall take proper safety and health precautions to protect all employees and members of the general public. I shall be responsible for claims of liability, loss or damage which may be attributable in whole or in part to its’ negligence or misconduct, excepting however such claims or damages as may be attributable to the direct or willful negligence of the City, its officers, agents or employees.

My signature indicates that my application is complete and includes all required materials to be submitted with this contract. I agree that images submitted for jurying are accurate representations of my sale items.

I have read and understand the requirements for participation in Rocktoberfest on Saturday, Oct. 5, 2019. I agree to abide by the rules, policies, and guidelines of Rocktoberfest and understand that failure to follow these regulations may result in the expulsion from this year’s event, and/or from future events, at the sole discretion of the City of Rockville.

I understand that the City of Rockville takes photographs and video of the Rocktoberfest for possible use in future City of Rockville publications, applications, website pages, and for any other public relations purposes. I understand that no compensation is provided to individuals who appear in photo or video media.

If accepted, I agree to have the City of Rockville process my booth fee, therefore agreeing to participate in the Rocktoberfest. I also agree to the use of my images by the City of Rockville for promotional purposes and for display on the Rockvillemd.gov website.

I understand and agree that this signed application will act as my contractual agreement to participate in Rocktoberfest, should my work be accepted by the jury.

Signature of Applicant Date

Printed Name

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Rockville, MD 20850
Aknox@rockvillemd.gov