



City of Rockville Rocktoberfest Artisan Application



Event Overview

The fourth annual Rocktoberfest is set for Saturday, October 3 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.

2020 Application & Deadline Calendar

Application Deadline	Friday, August 14
Notification of Acceptance/Decline	Friday, August 21
Booth Payment Due	Friday, September 4
Booth Assignment and Arrival Information	Friday, September 18
Rocktoberfest	Saturday, October 3 11 a.m. -5 p.m.

Booth Fees

Booth fee includes a 10'x10' tent, a table and two chairs. If accepted, payment of the booth fee is needed to secure your spot at the event. **Do not submit booth payment with application.**

Item	Cost	Description
10'x10' booth space	\$150	Includes a 10'x10' tent, a table and two chairs

Maryland Tax ID

All artisans are responsible for collecting and reporting proper state sales tax. A Maryland Tax ID # is required to participate as a artisan in this event. (If a temporary MD Tax ID # is needed, call the Maryland State Retail Tax Division at 410-767-1543 or 410-767-1531.)

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>.

Event Rules and Regulations:

- Artisans 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.
- Each artisan is limited to one booth and may not share booths.
- Artisans 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 or electricity at the event.
- All decisions made by the Jury are final.
- Artisan may **not** supply their own tent/sidewalls. Artisan must supply display weights.
- Booth placement is at the discretion of event organizers.
- Artisan agrees to remove all materials/decorations from booth and agrees to return space back to the condition as it was received by artisan. Artisans shall not remove booth exhibit until the event is over.
- Rocktoberfest is held rain or shine.
- If accepted, booth payment must be sent via cash or check by no later than Friday, September 4. All fees are non-refundable.

Booths will be visited periodically throughout the festival by show officials to ensure compliance with the rules. Artisans 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.

If you have any additional questions, please contact:

Mail
Rocktoberfest
Attn: Amanda Knox
111 Maryland Ave.
Rockville, MD 20850

E-mail: Aknox@rockvillemd.gov

Fax: 240-403-9368

Phone: 240-314-8604



Rocktoberfest

Artisan Application

Applications are due by Friday, August 14.



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 a number, call Maryland State Retail Tax Division at 410-767-1543 or 410-767-1531)

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. 3, 2020. 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

Please send applications to the City of Rockville by Friday, August 14:

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Rocktoberfest
Attn: Amanda Knox
111 Maryland Ave.
Rockville, MD 20850

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Fax: 240-403-9368
Phone: 240-314-8604