



Montgomery GreenFest 2017
506 S Frederick Ave, Gaithersburg, MD 20877
Saturday May 6, 2017
11am to 4pm

Rules and Regulations

The Montgomery County GreenFest, the largest countywide environmental festival, is expected to attract well over 1,000 attendees. The Montgomery County GreenFest will offer a variety of educational and outreach opportunities, family-oriented activities and entertainment, and short-film series presented in partnership with the Environmental Film Festival in the Nation's Capital.

In addition to a major focus on water-related issues, the event will feature concurrent presentations on energy efficiency and renewable energies, recycling and waste reduction, landscaping, sustainable transportation featuring electric vehicles, and more.

Submission of this application indicates you, as a participating exhibitor or vendor, are responsible for abiding to the regulations of the Greenfest Committee and the City of Gaithersburg. The GreenFest Committee and its participating members cannot be held responsible for loss or damage to merchandise or equipment or for injury.

New This Year: GreenFest has indoor and outdoor contingencies for the entire event including exhibitor and vendor spaces.

- **If no rain or inclement weather:** All exhibitors will be outside on the grass field at Bohrer Park. Each exhibitor is encouraged to bring a pop-up tent or canopy that is no larger than 10' x 12'. You will be provided 1 table and 2 chairs, but additional tables or chairs are allowed and are the responsibility of the exhibitor/vendor.
- **If rain or inclement weather:** Most exhibitors (excluding food trucks and electric vehicles) will be indoors in the Activity Center gym. No tents, canopies or additional tables or chairs will be allowed. Each exhibitor/vendor will only be provided a table space and 2 chairs.

The GreenFest Committee will alert all exhibitors/vendors no later than 24 hours prior to the start of GreenFest as to whether the event will be indoors or outdoors.

The GreenFest officially begins at 11 a.m. and ends at 4 p.m. Exhibitors/Vendors can enter the festival beginning at 9 am, following a preassigned entry schedule and should be set-up and ready to serve the public by 10:30 am. Exhibitors/Vendors cannot begin to breakdown until after 4 p.m.





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Exhibitors must follow guidelines as described below:

Acceptance

- Complete application form no later than **April 10, 2017**.
- Exhibitors/Vendors will be selected on a first-come basis according to various factors including, but not limited to, variety of offering, date of application submission, new or returning exhibitor/vendor and at the sole discretion of the GreenFest committee.
- Payment must be received by **April 15, 2017** to secure your space. If payment is not paid within the allotted time frame, the space will be automatically released – no exceptions.
- No refunds.

Booth Space

- Each space includes one 6' table (un-skirted) and two chairs unless otherwise noted.
- GreenFest is providing space either indoors or outdoors depending on the weather:
 - If outside: Each exhibitor/vendor is encouraged to bring 1 popup tent no larger than 10' x 12'. If exhibitors do not bring their own tent, then the provided table and chairs will be uncovered.
 - If indoors: No tent is required.
- Exhibitors and vendors will be alerted as to whether the event will be outside and to bring their tent no later than 24 hours prior to the start of the event.
- Additional signage or banners are permitted and must be displayed within the confines of your space.
- If the event is outdoors, additional tables and chairs are permitted if they are within the confines of your tent space.
- Please do not distribute literature or solicit outside of your assigned space.
- Shared booth space is allowed at no additional cost with advanced approval by the GreenFest Committee.
- Booth space number and loading schedule will be assigned prior to events to best of our ability. Special requests cannot be guaranteed.





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Arrival/Loading/Unloading

- All exhibitors/vendors will be given an arrival window based on their booth location to ensure a smooth arrival and setup.
- Exhibitors/Vendors **MUST ENTER** during booth set-up **as scheduled***. Vendors **MUST** move vehicles within 5 minutes of unloading. Police will patrol area for security. **Any arrivals other than food trucks after 10:15 am must be made on foot.** Loading and unloading will be allowed in designated areas only. Special Parking is available for Exhibitors/Vendors.
- Each exhibitor/vendor will be assigned a location upon arriving unless otherwise noted.
- All exhibitors/vendors are responsible for their own merchandise and equipment.
- During the event, exhibitors/vendors are responsible for setting up and tearing down their assigned station no later than 4:45pm.
- Exhibitors/Vendors are responsible for keeping their area clean and are responsible for picking up any litter or garbage in that area.
- Exhibitors/Vendors need to completely clear space and take all trash, such that the booth and drop off areas are left in the same condition as they were prior to the event. Failure to properly clean space may result in not being invited to participate in future festivals.
- All personal property placed or used at the event shall be at the sole risk of Exhibitors/Vendors, and the GreenFest Committee and the City of Gaithersburg shall not be liable for any loss or damage to the Exhibitors/Vendors personal property located thereon for any reason. The Exhibitors/Vendors understand that the GreenFest Committee and the City of Gaithersburg do not and shall not carry liability, theft or fire insurance to cover the Exhibitor/Vendor losses therein.

Vendors/Taxes/Misc

- A vendor is an organization who wishes to sell products or services at the GreenFest. All activity must be confined to the booth space unless special arrangements have been made beforehand.
- Each exhibitor/vendor is responsible for its own licensing and taxation as required by law.
- **NO GENERATORS** are allowed.

Native Plant Vendors

- All plants sold must be "native". To be classified as "native", the plants must be produced and must be native to the Chesapeake Bay watershed.
 - Exceptions to the "native" restriction, such as for food producing plants, may be considered at the sole discretion of the GreenFest committee.
- The plants must be easily carried by hand. Perennials in Qts or 1 Gallons, shrubs in 1 or 2 gallon, trees 3-7 gallon.
- Plants must be labeled by botanical name and clearly priced per pot or by same pot size.
- All plants must be fully rooted for pot size, watered and healthy.





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Food/ Food Truck Vendors

- Vendors will be accepted according to various factors including, but not limited to, variety of offering, menu meeting with the theme and goals of the Montgomery County GreenFest, date of application submission, new or returning vendor and at the sole discretion of the Montgomery County GreenFest.
- Email will be the method for all notifications.
- The location of food trucks will be made by the Montgomery County GreenFest committee and cannot be altered without prior consent.
- Food vendor space will be approximately 2 parking spaces in size. Accommodations will be made for longer food trucks. Vendors agree to keep all of their goods, services and activities within the assigned space. Any items outside of the assigned space are subject to removal. If additional space is needed, preapproval is required.
- Vendors must provide all their own equipment: prep tables, canopy, and supplies. The Montgomery County GreenFest provides ONLY the booth space. No canopies or tents larger than 10'x12' are permitted.
- Vendors must provide their own supplies such as water, power, ice, etc.
- No Polystyrene: Polystyrene food and Styrofoam service ware and packaging are not allowed. All vendors using this will be given a non-monetary citation and risk not being offered a space in future festivals. FAQs can be found at montgomerycountymd.gov/sws/expanded-polystyrene/
- All Food Vendors should have General Liability Insurance (not less than \$500,000) naming the City of Gaithersburg as an additional insured, and shall provide the City of the Certificate of Liability Insurance. Food Vendors further represent that the Insurance Certificate(s) are in full force and effect and shall not be cancelled prior to the conclusion or ending date of the event.
- Each food vendor must have a Montgomery County Department of Health and Human Services Food Service License, either:
 - a [Mobile Food Service Facility License](#) of 1 year or 90 days valid until at least May 31, 2017; or
 - a special one-day special event/temporary permit.

Download the one-day special event temporary food service license from:

<http://www.montgomerycountymd.gov/hhs-special/LandRLicensingSpecialFood.html>

- Each food vendor must have a City of Gaithersburg Mobile Food Vendor License: (Please Inquire about Greenfest Special Rate*)
http://www.gaithersburgmd.gov/~media/city/documents/services/licenses/mobile_food_vendor_license_application.pdf
- No food vendor will be allowed on site without a City of Gaithersburg Mobile Food Vendor License or a Montgomery County Department of Health and Human Service Food Service License.
- The Health Department requires that all food preparation be done on-site unless vendor utilizes an approved kitchen. If prep kitchen is outside Montgomery County, it still must be approved by the Montgomery County Health Department since food will be vended in Montgomery County. If you have questions, call the Health Department at 240-777-3986.
- If you use a deep fryer, you must put a protective covering (such as cardboard) under the area of the fryer to protect the street from the grease. There will be no dumping of cooking oil or other liquids on street or grass. Any vendors found not complying with this will not be invited to return next year.





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COMPLIANCE WITH CODE AND STAFF DIRECTIONS

All Exhibitors/Vendors each recognize application of the City Code to the event and their activities, including but not limited to Chapter 12 (Health and Sanitation), Chapter 15 (Offenses – Miscellaneous), Chapter 15A (Parks and Other Properties) and Chapter 18 (Refuse and Garbage), and as such agree they will follow the City Code as well as any City Staff directions related to the event, including but not limited to requirements and limitations related to noise, nuisance prevention, and prohibition of garbage and public waste. Exhibitors/Vendors also agree that the City may immediately and without notice revoke the permission it has granted to use City property upon a violation of the City Code or City Staff directions. Exhibitors/Vendors shall hold harmless and release the City from any and all claims for damages, including but not limited to economic, consequential or other monetary damages suffered if the City revokes said permission or otherwise stops the event due to any violation of any condition of this Agreement, applicable laws or City regulations.

CANCELLATION

The Montgomery County GreenFest occurs rain or shine. In the case of an extreme weather event or other extreme unforeseen circumstance, it is at the sole discretion of the GreenFest committee to determine if the festival will be cancelled and, if cancellation occurs, the GreenFest committee, at its sole discretion, will determine if the festival will be rescheduled. **Under no circumstances will refunds be offered nor applied to future festivals unless the GreenFest committee cancels the event.**

LIABILITY WAIVER

I agree to indemnify and defend The City of Gaithersburg, Montgomery County Government, participating member organizations of the Montgomery County GreenFest Committee, or any of the sponsoring organizations or individuals associated with the Montgomery County GreenFest (collectively, "Sponsors") from and against any loss, claims, cost, damage or liabilities of any kind, and any other expenses, resulting from claims due to vendor's or exhibitor's participation in the Montgomery County GreenFest or use of City property as delineated herein. Specifically, I agree to indemnify, exculpate, defend and hold harmless the City and any Sponsors from any and all claims, including but not limited to bodily injury, property damage, liabilities, losses, damages, fines, costs, fees, and expenses including attorney's fees and costs (at both any trial and appellate levels) arising out of or in any way connected to or relating to activities upon City property, including, without limitation, claims of third parties for property damage or for bodily injuries and any and all expenses or obligations including reasonable attorneys' fees and costs.

I will not hold The City of Gaithersburg or any Sponsor or individuals associated with the Montgomery County GreenFest responsible for theft, accidents or liability of any kind. I will adhere to and follow the rules and regulations as stated above.

Exhibitor/Vendor Signature

Date

Exhibitor/Vendor Printed Name

Business Name

