



Hometown Holidays

2019 Community Partner Area – Rules and Regulations

Eligibility - All applicants must be certified 501(c) organizations and provide the organizations Employer Identification Number (EIN). Community Partners must provide direct services to City of Rockville residents. Although the event is invitation based, the City reserves the right to accept or reject an application. There are a limited number of booths available, and spaces are filled on a first come, first served basis.

Deadline - All registration forms must be received by **Friday, April 5, 2019**.

Acceptance Notification - Applicants will be notified of their admittance via e-mail by no later than **Friday, April 26, 2019**. If you do not receive notification of acceptance/non-acceptance by this date, the City did not receive your form. You may verify receipt of your form by calling 240-314-8604.

On-site Participation - The Community Partner area is open from 12 – 8 p.m. on Saturday, May 25 and Sunday, May 26. Organizations must have a representative occupying the booth at all times. Failure to comply will result in not being invited back.

Booth Space/Equipment - Booth space/location are assigned based on availability and at the discretion of festival organizers. The use of this booth space is restricted to the applicant of whom it is assigned. A 10'x10' tented space, 6' table and two (2) chairs will be provided. Each applicant is responsible for set-up and arrangement of own space. Community Partners are expected to provide booth signage, organization literature, staff and any other needed equipment/supplies. All displays must be easily removable, and tape should not be used to hang signs. **There is no electricity onsite.**

Handouts - Community Partners may hand out literature, however, beverages including water may not be distributed or sold from your booth. Additionally, only small food items like candy may be handed out at your booth. You must stay by your booth and may not wander the festival handing out materials or goods.

Removing Items - Each organization is responsible for removing all items from their booth on Saturday and Sunday by 8 p.m. Overnight security is not provided by the City and anything left in your booth overnight is at the vendors' risk. All exhibitors are responsible for keeping their area clean during event hours, including clean up at the end of the event. All displays should be neat and clean.

Logistics - Prior to the event, you will receive arrival and parking information for the weekend. Please note during load-out you will not be able to drive your vehicle onsite, and all items will need to be carried off site.

Contact

Amanda Smigelsky-Knox, Events Specialist
aknox@rockvillemd.gov • 240-314-8604 (P) • 240-314-8659 (F)

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