

2019 Taste of Rockville at Hometown Holidays

Registration Form

Saturday, May 25 and Sunday, May 26, 2019 12 p.m. – 8 p.m.
Rockville Town Center, Rockville, Maryland 20850

Please print or type all information clearly.

Restaurant Name _____ Owner/Manager Name _____

Address _____ City _____ State _____ ZIP _____

Work Phone _____ Cell Phone _____

Email _____ Website _____

Additional Contact Name _____ Cell Phone _____

Festival Dates/Time:

Saturday, May 25 **AND** Sunday, May 26, 2019 from 12:00 p.m. – 8:00 p.m.

Fees:

Booth fee: \$200 per booth. Two-day festival. Fee is nonrefundable.

SUBMIT BY APRIL 5, 2019

- Completed and signed Registration Form
- Restaurant description, logo and menu
- Check for \$200 two-day booth fee
- \$125 Check for electricity (optional)
- Complete Electrical Request Form for Additional Electricity (Exhibit A)
- Email restaurant logo to andreakwink@cmrocks.org
- Certificate of Insurance indemnifying: Please see Exhibit B for Requirements

Completed Health Permit application sent to Montgomery County Health Dept.(with a copy provided to Taste of Rockville) No Later than Wednesday, May 8, 2019.

Health permit information: <https://www.montgomerycountymd.gov/HHS-Special/LandRLicensingSpecialFood.html>

Checks made payable to the Taste of Rockville with completed registration packet should be mailed to:
Taste of Rockville, c/o Rockville Chamber, 1 Research Court, Suite 450, Rockville, MD 20850

TASTE OF ROCKVILLE CONTACTS

Community Ministries of Rockville

Andrea Kempner-Wink

301-637-0172

andreakwink@cmrocks.org

Brenda Reid Jones

301-637-0705

breidjones@cmrocks.org

Rockville Chamber of Commerce

Marji Graf

802-558-3888

marji@rockvillechamber.org

I hereby apply to participate in the 2019 Taste of Rockville at Hometown Holidays. I agree to adhere to all the rules and regulations as listed under the Conditions of the Event.

Signed and Accepted _____ Date _____

2019 Taste of Rockville

at Hometown Holidays

Restaurant Description and Menu

(To be used for event marketing. Please submit with Registration Form.)

Restaurant Name _____

Restaurant Description (150 Words or Less)

Menu Item

of Tickets (**NO MORE THAN 5 TICKETS PER ITEM**)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please submit this sheet along with registration packet.

Restaurant logo, description, and menu will be posted on the Hometown Holidays Taste of Rockville webpage on or about Monday, April 5, 2019. The website is <http://www.rockvillemd.gov/hth>

2019 Taste of Rockville at Hometown Holidays

CONDITIONS OF THE EVENT

Deadline

All registration materials must be received by April 5, 2019 in order to be included in event publicity.

Menu and Tickets

Restaurants will be reimbursed \$0.65 for each \$1.25 ticket. The Rockville Chamber of Commerce and Community Ministries of Rockville (“CMR”) will staff the ticket booths at the festival. Restaurants will be reimbursed by June 7, 2019 for all tickets that have been returned to Taste of Rockville organizers prior to June 5, 2019. Please remember that this is a “taste”. Please do not charge more than 5 tickets per item and serve “taste size portions”.

Health Permit

Please complete and submit a Montgomery County Health Dept. application by Wednesday, May 8, 2019. Send a copy to Taste of Rockville at andreakwink@cmrocks.org. The application can be found at: <https://www.montgomerycountymd.gov/HHS-Special/LandRLicensingSpecialFood.html>

Certificate of Insurance

You must provide a Certificate of Insurance as specified in Exhibit B indemnifying Community Ministries of Rockville (CMR), Rockville Chamber of Commerce and Mayor and Council of the City of Rockville as additional insured certificate holders. The Certificate of Insurance with proper indemnifications and insured amounts must be received at the CMR office no later than Wednesday, May 8, 2019. Specific information about the requirements of insurance and those covered can be found in Exhibit B.

Booth Space

Booth space and locations are assigned based on availability and discretion of Festival supervisors. The use of the locations is restricted to the applicant to whom it is assigned. A 10’x 10’ tented space with a sign will be provided along with two 8’ tables and two chairs for accepted vendors. Lights will be provided in the tents and turned on after dusk.

The Taste of Rockville Food and Ticket booths will be located on the north side of Courthouse Square between Maryland Avenue and North Washington Street. Festival supervisors will assign you to your booth/space location based on availability and product type.

All exhibitors are responsible for keeping their area clean during event hours, and for clean up at the end of each day. All displays should be neat and clean throughout the event. You are responsible for temporary flooring in your booth to prevent staining the pavement.

Equipment/Supplies

Each restaurant is responsible for set-up and arrangement of own space. All displays must be easily removable. Please do NOT use tape to hang signage. Large equipment (i.e. grills, ovens etc.) must be approved and arrangements for delivery must be made in advance with Festival Supervisors. In addition, any grills/open flamed cooking equipment must be placed behind the booth space, outside the tent area.

All booths must be equipped with a hand washing station (see health permit) and **fire extinguisher** with a rating 2A:20BC that is visible, accessible and located away from the cooking area.

Electricity

Lights are provided for each booth. If you require electricity to operate equipment, the cost per 20 amp circuit is \$125. Additional electricity is available for a fee of \$120 per 20 amps, and must be requested by Friday, April 5, 2019. Please submit a separate check for the electricity and complete the attached Electrical Request Form (Exhibit A). We will not be able to accommodate last minute requests for electricity or additional needs other than those stated in the Electrical Request form. Electricity will not be available from 10:30 p.m. Saturday through 9:30 a.m. Sunday.

Set –up, Security, and Breakdown

Vendors may enter the site starting at 8:00 a.m. Saturday, May 25, 2019 and at 9 a.m. Sunday, May 26, 2019. All vehicles are required to exit the event site by 11:00 am each day. Health Inspectors arrive at 10 a.m. for inspections. Vendors must be prepared for inspection by 10 a.m. and must pass inspection by 11:30 a.m. The event opens at 12 p.m.

Taste of Rockville vendors will be able to park in the Old Courthouse parking lot located on Rt. 28. Due to security issues, no vendors will be able to park on Courthouse Square or Maryland Avenue from 8 a.m. Saturday through 11 p.m, on Sunday. From 8 a.m. to 11 a.m. on Saturday, vendors will be able to drive their vehicles to their designated booth to quickly unload equipment and supplies. After 11 a.m., unmovable barriers will block vehicle access to the Taste of Rockville until 11 p.m. on Sunday evening. Any vehicles parked within the barriers will remain there until that time. Vendors will be able to pull delivery vehicles onto the upper portion of Courthouse Square off North Washington Street to quickly unload new supplies. Vehicles may not remain unattended in this process. Vendors may park in the Courthouse parking lot to unload and transport new supplies to their booth throughout the event.

Vendors are expected to have product and staff available to the public at their booth for all the hours the Taste of Rockville is open to the public. Please be sure to have enough tastings and staff to serve the public until 8 p.m. each evening.

Vendors may start breaking down their booths at 8 p.m. on both Saturday, May 25 and Sunday, May 26, 2019. There will be a security presence at the Taste of Rockville area from 8 a.m. Saturday through 10 p.m. Sunday. However, Taste of Rockville organizers or the City of Rockville will not be responsible for items lost or stolen from vendor booths. Vendors should remove easily portable equipment and all food items on Saturday night and set up again on Sunday morning. There will be no electricity provided overnight. All vendors must be off site by 9:15p.m. on Sunday, May 26, 2019.

At 11 p.m. on May 25, 2019, the City will commence clean up (including street sweeper and trash pickup/removal) at the Taste of Rockville. For safety and cleanliness, it is recommended that vendors cover their onsite equipment (e.g. stove, fryer, coolers, etc.) for overnight storage.

Clean-up and Trash Removal

Vendors are required to maintain their booth space. Trash should be bagged and placed in front of the tent on both Saturday and Sunday nights. All gray water and grease must be removed from festival site by food vendor. No dumping onsite is allowed. If the vendor's booth is not left in a clean condition at the end of the Festival and the City is required to clean the space, a \$50 minimum trash removal fee will be deducted from the vendor's sales by the Festival Supervisors at the time of ticket settlement.

Beverages

No sales of alcoholic beverages are permitted. Soft beverages, water, and non-alcoholic specialty drinks such as juice, smoothies, ice teas and lemonade sales are permitted. Beverage items must be provided with booth menu at least 7 days prior to festival dates.

Eco-Friendly Products

Please use eco-friendly products where possible including utensils, plates and napkins. **No Styrofoam products are permitted.**

Event Cancellation or Postponement

The event will be held rain or shine. The City of Rockville will cancel or postpone the event when conditions prevail that will cause permanent damage to the festival site or equipment, or issues of safety to event participants including the public attending the event.

Logo

Please email a high resolution restaurant logo and brief restaurant description (form attached) to Andrea Kempner-Wink, AndreaKWink@CMRocks.org under the subject of TOR Logo by April 5, 2019. This information will be posted on the Hometown Holidays website and maps distributed during the event.

Marketing

All participating vendors will be listed on the Hometown Holidays website and added to the site map to be distributed to attendees provided application materials are received by April 5, 2019. Hometown Holidays posters and postcards will be distributed to vendors to display in their place of business.

Taste of Rockville Contacts

Andrea Kempner-Wink	301-637-0172	andreakwink@cmrocks.org
Brenda Reid Jones	301-637-0705	breidjones@cmrocks.org
Marji Graf	802-558-3888	marji@rockvillechamber.org

I have read and understand the Conditions of participating in Taste of Rockville. By signing below, I accept and agree to abide by these Conditions.

Representative of Vendor for Taste of Rockville

Date

Representative of Taste of Rockville Organizer

Date

Exhibit A



Electric Request Form for Taste of Rockville 2019

Due to multiple types of plugs and electrical equipment, our temporary power provider has requested that each participating vendor complete an Electric Request Form. This will ensure you have the correct electrical receptacles for your equipment upon arrival at the event.

Restaurant Name: _____

Primary Contact: _____

Phone Number: _____ Email: _____

Please list the appliances you are bringing that require power. Include how many of each appliance you will have, total amp/watts and volts each item requires, and the NEMA number of the plug. You can find these specifications of your appliance on the specifications plate typically located on the back of the appliance. Items that should be listed include, but are not limited to hot plates, microwaves, blenders, heat lamps, crock pots, ovens of any size, freezers, griddles, and food warmers.

Appliance Type/Name	Quantity	Amps/Volts	NEMA

NOTE: All vendors needing electricity must complete this form and pay a \$125 fee. Twenty (20) amps of electricity are provided for the initial fee. Additional amps of electricity, in 20 amp increments, can be provided upon request for an additional fee. All electricity requests must be made by the application deadline. Additional electricity will not be available for purchase at the event. Please plan accordingly.

EXHIBIT B

INSURANCE REQUIREMENTS 2019 Taste of Rockville

MANDATORY REQUIREMENTS FOR INSURANCE

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. Workers' Compensation 2. Employers' Liability	Bodily Injury by Accident: \$100,000 each accident Bodily Injury by Disease: \$500,000 policy limits Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: <i>WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement – signed and dated.</i>
3. Commercial General Liability a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractor f. Products/Completed Operations g. Personal Injury	Each Occurrence: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. <i>CG 20 10 07 04 forms to be both signed and dated.</i>
4. Automobile Liability a. All Owned Autos b. Hired Autos c. Non-Owned Autos	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. <i>Form CA20 48 02 99 form to be both signed and dated.</i>

ADDITIONAL INSURED

The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees, the Rockville Chamber of Commerce and Community Ministries of Rockville, must be named as additional insured on the Taste of Rockville Vendor Commercial and Excess/Umbrella insurance for liability arising out of Taste of Rockville vendor products, goods, and services provided under this contract. Additionally, the Mayor and Council of Rockville, Rockville Chamber of Commerce, and Community Ministries of Rockville must be named as additional insured on Taste of Rockville Vendor Automobile and General Liability Policies. Endorsements reflecting the Mayor and Council of Rockville, Rockville Chamber of Commerce, and Community Ministries of Rockville as an additional insured are required to be submitted with the insurance certificate.