Taste of Rockville
at Hometown Holidays

2014 Registration Form
Saturday, May 24 and Sunday, May 25, 2014 2 – 10 p.m. Rockville Town Center

2014 Taste of Rockville Registration Form
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 _____ CellPhone _____

Festival Dates/Time:
Saturday, May 24 **AND** Sunday, May 25, 2014 from 2:00 p.m. – 10:00 p.m.

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

SUBMIT BY APRIL 18, 2014
- ❑ Completed and signed Registration Form
- ❑ Restaurant description, logo and menu
- ❑ Check for $200 two-day booth fee
- ❑ $100 Check for electricity (optional)
- ❑ Email restaurant logo to lynnarndt@cmrocks.org
- ❑ Health Permit application to Montgomery County Health Dept.
- ❑ Certificate of Insurance indemnifying:
  Mayor and Council of City of Rockville
  Community Ministries of Rockville
  Rockville Chamber of Commerce

Checks made payable to the **Taste of Rockville** enclosed with completed registration packet.

MAILING ADDRESS	TASTE OF ROCKVILLE CONTACTS		
Community Ministries of Rockville	Lynn Arndt	301-637-0705	lynnarndt@cmrocks.org
Rockville Chamber of Commerce	Andrea Jolly	301-807-3766	rockville@rockvillechamber.org

I hereby apply to participate in the 2014 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 _____

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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 4 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 May 1, 2014. The website is http://www.rockvillemd.gov/hth

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2014 CONDITIONS OF THE EVENT

Deadline
All registration materials must be received by April 18,2014 in order to be included 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 13, 2014. Please remember that this is a "taste". Please do not charge more than 4 tickets per item and serve "taste size portions".

Health Permit
Please complete and submit a Montgomery County Health Dept. application by April 18, 2014.
http://www.montgomerycountymd.gov/HHS-Special/LandRLicensingSpecialFood.html

Certificate of Insurance
You must provide a Certificate of Insurance (Commercial General Liability of $1M per occurrence, $2 aggregate) indemnifying Community Ministries of Rockville, Rockville Chamber of Commerce and Mayor and Council of the City of Rockville as additional insured certificate holders.

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 of 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.

The Taste of Rockville Food and Ticket booths will be located on Maryland Avenue between East Middle Lane and East Montgomery Avenue and on East Middle Lane between Maryland Avenue and Monroe 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 you 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 (ie grills, ovens etc) must be approved and arrangements for delivery must be made in advance with Festival Supervisors.

Electricity
Lights are provided for each booth. If you require additional electricity to operate equipment, the cost per 20 amp circuit is $100. Please submit a separate check for the electricity. Please anticipate your needs ahead of time. We will not be able to accommodate last minute requests for electricity. Overnight electricity is not available.

Set –up and Breakdown
Vendors may enter the site starting at 9 a.m. on Saturday, May 24, 2014 and at 10 a.m. on Sunday, May 25, 2014. The Health Inspectors arrive at 11 a.m. for inspections. Vendors must be completely set-up and pass inspection by 1:30 p.m. The event opens at 2 p.m.

Vendors may start breaking down their booths at 10 p.m. on both Saturday, May 24 and Sunday, May 25. Security is not provided overnight on Saturday therefore vendors will need to clear their sites and set up again on Sunday morning. All vendors must be off site by 11p.m. on Sunday, May 25.

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. If the vendor's booth is not left in a clean condition and the City is required to clean the space, a $50 trash removal fee will be charged to the vendor by the Festival Supervisors at the time of ticket settlement.

Beverages
No water, soda, or alcohol sales permitted. Specialty drinks such as juice, smoothies, ice teas and lemonade sales are permitted.

Eco-Friendly Products
Please use eco-friendly products where possible including utensils, plates and napkins. **No styrofoam products please.**

Weather
The event will be held rain or shine.

Logo
Please email a high resolution restaurant logo and brief restaurant description (form attached) to Lynn Arndt at lynnarndt@cmrocks.org under the subject of TOR logo by April 18, 2014. 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 18, 2014. Hometown Holidays posters and postcards will be distributed to vendors to display in their place of business.

Taste of Rockville Contacts

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