



## 2026 Lunar New Year Celebration Community Group Participation Rules and Regulations

### Event Details

- Saturday, February 21, 2026, from 1:00 p.m. - 3:30 p.m.
- Richard Montgomery High School, 250 Richard Montgomery Drive, Rockville, MD 20852
- Arrival and parking information will be e-mailed approximately two weeks prior to the event.

### Event Rules and Regulations

1. Applicants must be a 501(c) organization and provide their Employer Identification Number (EIN). The City reserves the right to accept or reject an application. There are a limited number of booths, and space is filled on a first come, first served basis. Applications must be received by Friday, January 30, 2026.
2. Booth space and location are assigned at the discretion of event organizers. The use of this booth is restricted to the applicant it is assigned. One table and two chairs will be provided. Each group is responsible for set-up and arrangement of their space. Groups are expected to provide booth signage, tablecloths, organization literature, staff and any other needed equipment/supplies. Groups are responsible for keeping their area clean and for returning their table to its original state at the end of the event. Group representatives must be 18 years of age or older. Group representatives running the booth must stay for the duration of the event.
3. The following are prohibited at the event per venue guidelines:
  - a) Taping signs, banners, etc. to facility walls, and surfaces.
  - b) Animals other than service animals, unless otherwise approved by the City of Rockville.
  - c) Bicycles, scooters, roller blades, and related items.
  - d) Smoking, fires, grills, open flames or flammable items.
  - e) Unpermitted use or possession of alcohol or other intoxicants.
  - f) Weapons, weapon replicas, firearms, ammunition except by officers of the law acting in an official capacity.
  - g) Excessive noise.
4. The applicant is responsible for the conduct of all its participants and agrees to notify **ALL** staff and booth participants of these rules and regulations.
5. Groups may not sell **ANY ITEMS** without written consent of the event organizers.
6. Small ready-made, packaged foods like candy may be handed out at your booth. You may not serve any prepared food, snacks or beverages. You must stay by your booth and may not wander the event handing out materials or goods.
7. There is no electricity or Wi-Fi available onsite.

**Please keep this sheet for your records.**



**2026 Lunar New Year Celebration**  
**Community Group Participation Application Form**

Applications must be received by Friday, January 30, 2026.

**Organization Name:**

**Organization Contact Name:**

**Phone:**

**Group Employee Identification Number (EIN):**

**Address:**

**City:**

**State:**

**Zip:**

**Email:**

**Website:**

**Day-of-Event Contact Name:**

**Day-of-Contact Cell Phone:**

**Please select which educational/interactive activity your booth will provide (check all that apply):**

- ☐ We will offer a family-friendly craft or game.
- ☐ We will provide giveaways that have a cultural significance.
- ☐ We will showcase artifacts or traditional garb.
- ☐ We will provide an educational/interactive display about our country/organization.
- ☐ Other (Please elaborate below):

**Application continues on the next page.**

**LUNAR NEW YEAR CELEBRATION  
APPLICANT'S COMPLIANCE CERTIFICATION**

I hereby certify with this certification for the 2026 Lunar New Year Celebration in the City of Rockville, MD to be held on Saturday, February 21, 2026, that I am duly and legally authorized to make this certification on behalf of \_\_\_\_\_ (the "Applicant"), that I have personal knowledge that all persons participating in the Lunar New Year Celebration on behalf of the Applicant, including, but not limited to, the participants (i.e. all staff, chaperones, and performers), have read and understand these Rules and agree to unconditionally abide by these rules, and that all persons representing, assisting or participating with the Applicant will obey all of these rules and acknowledge the City's right to enforce these rules at all times and in any manner.

I, individually and on behalf of the Applicant, its successors and assigns, hereby agree to release and indemnify the Mayor and Council of Rockville, its agents, officers and employees, hereafter referred to as "City", from any and all claims for injuries or loss of any person or property which may arise out of or result from the participation in the 2026 Lunar New Year Celebration and forever waive my right and the right of the Applicant, its successors and assigns, to initiate, make, file or demand any claim, cause of action, or legal proceeding, whether now known or later discovered, including but not limited to, any and all injury, loss, liability, damage, claim, cost or expense incurred by me or the Applicant as a result of, or arising out of or in connection with, the participation in the Lunar New Year Celebration, whether caused by the acts or omissions of the City directly or indirectly, and including but not limited to, the acts or omissions of other participants or non-participants in the Lunar New Year Celebration.

I, the undersigned volunteer and participant have read and fully understand the above statements and agree to sign this release form.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Please send completed forms to the contact below by **Friday, January 30, 2026**:

**Cristina Willis, Special Events Coordinator**

**E-mail:** [cwillis@rockvillemd.gov](mailto:cwillis@rockvillemd.gov)

**Mail:** Cristina Willis

City of Rockville, Recreation and Parks

6 Taft Court, Suite 301, Rockville, MD 20850