



2026 Hometown Holidays at Rockville Town Center Artisan Rules, Regulations and Application

Event Overview

Hometown Holidays is held on Saturday, May 23 and Sunday, May 24 from Noon-6 p.m. in Rockville Town Center. The event features two stages of music, kids' activities, an artisan shopping area, food vendors, and community and sponsor booths. The event is expected to draw over 10,000 visitors daily.

Eligibility

The artisan area is open to those who sell wares and goods. This includes makers of candles, specialty packaged foods, home décor, apparel, etc. Event organizers have discretion in defining who is an artisan. Those selling non-packaged foods must complete the Hometown Holidays Food Vendor Application.

Application and Acceptance

Applications are due by Friday, March 20, 2026. There is a limited number of booths available, and spaces are filled on a first come, first served basis. The City reserves the right to accept or reject an application. Artisans will be notified of their admittance via e-mail by Friday, April 3, 2026.

Artisan Application Evaluation

Applications will be evaluated based on the following criteria.

- Event experience
- Variety of items for sale
- Craftsmanship and quality of items for sale
- Customer pricing
- Location in Rockville City limits
- Accurate completion of application
- Appearance of booth set-up and display

Artisan Booth Fee

The booth fee is \$325 which includes a designated space and a 10'x10' City-provided tent with globe lights. Artisans must use the provided tent. Do not send payment with application. Payment is required upon acceptance to secure your spot. Fees are non-refundable and may be paid by check, credit card (Visa/Mastercard), or cash.

Weather Policy

Most activities will take place rain or shine. Event staff will closely monitor weather conditions before and during the event. For safety reasons, organizers may delay or cancel activities if necessary. Please note that canceled activities will not be rescheduled.

Logistics

Groups will receive arrival and parking details before the event. During load-in and load-out, vehicles will be able to access the site once it's cleared. Onsite staff will inform vendors when they can drive onto the site.

Inspections and Adherence to the Rules and Regulations

Event staff will periodically visit booths to ensure compliance with all rules and regulations. Artisans are required to promptly correct any infractions or remove non-compliant items. Continued violations may result in removal from the event and disqualification from future City of Rockville events.

Artisan Rules and Regulations

- Artisans are limited to one booth and may not share, transfer, or split booths or event days.
- Artisans must be present for all event days and operating hours.
- Artisans are responsible for supplying all booth materials, including signage, chairs, tables, displays, and other necessities.
- Tape may not be used to attach items or signage to the tent.
- All items must remain within the assigned booth space and may not extend beyond its boundaries.
- Artisans must remove all materials and restore their booth to its original condition after the event concludes on Sunday. No items may be removed before the event ends.
- Internet access and electricity are not available.
- Artisans are responsible for collecting and remitting all applicable state sales tax. A valid Maryland Tax ID number is required. Temporary Tax IDs may be obtained through the Maryland State Department of Assessments and Taxation at the Maryland Business Express website.
- Prices must be clearly displayed on all items for sale.
- Sales category exclusivity is not guaranteed.
- Tents must display a banner or sign with the artisan's business name.
- All work exhibited must be consistent with the quality and type shown in submitted application images.
- Items may not be priced over \$300 without prior approval from event organizers.
- Artisans must be 18 years of age or older.
- Overnight security will be provided from Saturday night into Sunday morning; however, the City is not responsible for lost or stolen items.
- Booth assignments are determined at the discretion of event organizers.
- All committee decisions are final.

2026 Application & Deadline Calendar

Item	Due By
Application Deadline	Friday, March 20
Notification of Acceptance/Denial	Friday, April 3
Booth Payment Due	Friday, April 17
Booth Assignment and Arrival Information Provided	Monday, May 11
Hometown Holidays at Rockville Town Center	Saturday, May 23 and Sunday, May 24 Noon-6 p.m., Rockville Town Center

Questions and Contact

Questions, applications, and photos can be sent to:

Amanda Knox, Special Events Supervisor
City of Rockville • 6 Taft Court, Suite 301, Rockville, MD 20850.
240-314-8604 • aknox@rockvillemd.gov



2026 Artisan Vendor Application
Applications are due by Friday, March 20

Business Name: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Day-of Contact Name: _____ Day-of Contact Cell: _____

Website: _____ :

Maryland Tax ID Number: _____

(A tax ID is required to sell your items. If you don't have an ID number, contact the State Department of Assessments & Taxation)

1) Business Description (*Describe your business in less than 50 words*):

2) Items for Sale (*Please list or attach all items you will offer for sale at your booth*):

3) Are all the items you offer handmade by you, or do you sell any resale products?

4) What is the price range of your sale items? \$ _____

Experience (*please list three events where you have sold your products*):

1) _____

2) _____

3) _____

Image Submission

Submit two images of your items, and one image of your booth. Please provide descriptions of the items in your images in the chart below. All images must be an accurate representation of your items and not manipulated in any way. Images can be sent to aknox@rockvillemd.gov.

	Item Name/Description	Retail Price
Product Image #1		\$
Product Image #2		\$
Booth Set-Up Image		

Release and Signature

By signing this application, I am verifying that the work meets the event rules and regulations as set forth in this document. The City of Rockville, Hometown Holidays at Rockville Town Center event does not carry insurance to cover theft, loss, or damage to work or personal property, or against personal injury. I understand that I shall be responsible for the security and safekeeping of all my equipment, property, merchandise or other items at all times during the duration of Hometown Holidays at Rockville Town Center. I understand that I have been advised to obtain my own insurance if necessary. I agree to indemnify and hold harmless the Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees, its agents, successor, and assigns, from any and all claims, suits, demands, actions, causes of action, damages, expenses, liabilities, and attorney's fees, arising in any way from my activities and the actions or inaction of my agents or employees. I shall be responsible for all damage to persons or property, which occurs or is a result of its conduct and shall take proper safety and health precautions to protect all employees and members of the general public. I shall be responsible for claims of liability, loss or damage which may be attributable in whole or in part to its' negligence or misconduct, excepting however such claims or damages as may be attributable to the direct or willful negligence of the City, its officers, agents or employees.

My signature indicates that my application is complete and includes all required materials to be submitted with this contract. I agree that images submitted for jurying are accurate representations of my sale items.

I have read and understand the requirements for participation in Hometown Holidays at Rockville Town Center on Saturday, May 23 and Sunday, May 24, 2026. I agree to abide by the rules, policies, and guidelines of Hometown Holidays at Rockville Town Center and understand that failure to follow these regulations may result in the expulsion from this year's event, and/or from future events, at the sole discretion of the City of Rockville.

I understand that the City of Rockville takes photographs and video of the Hometown Holidays at Rockville Town Center for possible use in future City of Rockville publications, applications, website pages, and for any other public relations purposes. I understand that no compensation is provided to individuals who appear in photo or video media.

If accepted, I agree to have the City of Rockville process my booth fee, therefore agreeing to participate in the Hometown Holidays at Rockville Town Center. I also agree to the use of my images by the City of Rockville for promotional purposes and for display on the Rockvillemd.gov website.

I understand and agree that this signed application will act as my contractual agreement to participate in Hometown Holidays at Rockville Town Center, should my work be accepted by the committee.

Printed Name

Date

Signature of Applicant

Please send completed and signed applications and images to the contact below by Friday, March 20.

Amanda Knox, Special Events Supervisor, City of Rockville
6 Taft Court, Suite 301, Rockville, MD 20850
aknox@rockvillemd.gov