



## **Rockville Independence Day Celebration 2026 Food Vendor Rules and Regulations**

Thank you for your interest in being a food vendor at the City of Rockville's Independence Day Celebration. Please review the rules and regulations below to learn information about the event and the application process.

### **Event Overview**

Rockville's Independence Day Celebration is held annually at Mattie J.T. Stepanek Park in King Farm. This location offers wonderful spectator viewing and ample parking for the nearly 30,000 spectators that view the fireworks each year. Programming includes a musical performance and a 20-minute fireworks display. Over 10,000 attendees visit the main festival area to enjoy music and food before the fireworks show.

### **Event Date and Time**

Saturday, July 4, 2026, from 7 p.m. – 10 p.m.

### **Location**

Mattie J. T. Stepanek Park, 1800 Piccard Drive, Rockville, MD 20850

### **Application and Booth Fee**

To apply to participate at the Rockville Independence Day Celebration, please submit a completed application form by Friday, June 5, 2026. The food vendor participation fee is \$125. Vendors collect 100% of food sales.

Applicants will be notified if they have been accepted by Wednesday, June 10. If accepted, payment of the fee will be necessary to secure your spot at the event. All fees are non-refundable and can be paid by check, cash, or credit card (Visa or Mastercard only).

Do not submit booth payment with application. Once you receive acceptance confirmation, you may then submit booth payment, certificate of insurance and apply for a Montgomery County Temporary Food Permit. Arrival information will be sent by Monday, June 22, 2026.

### **On-site Participation**

Vendor arrival and set-up time is between 3 p.m. and 4:30 p.m. Vehicles will not be able to access the site after roads close at 5 p.m. Food vendors must staff their booth and provide food for sale during event operating hours which are 7 – 10 p.m. on Saturday, July 4, 2026. Failure to comply will result in not being invited back.

### **Vendor Booth Space and Set-up**

Please note, space is limited at this event site. Therefore, preference is given to vendors that will be serving from a tent over a food truck. Booth location is assigned on availability and at the discretion of the event organizers. The use of the booth is restricted to the applicant of whom it is assigned, and booths may not be shared or transferred. Each applicant is responsible for set-up and arrangement of

their space. Gas containers must be closed and safely secured away from cooking appliances. There is no Wi-Fi or electricity available onsite.

## **Equipment and Documents**

### Food vendors must provide:

- Certificate of Insurance per City of Rockville requirements (see details on following page).
- Montgomery County Health Food License (Food Truck License or Temporary Food Service License).
- All equipment, tents, electricity, supplies and staffing for the event.
- All payment system equipment.
- Temporary flooring for the collection of grease and food waste.
- Provide eco-friendly products (i.e., utensils, plates, to-go containers, etc.).
- Booths must have a hand washing station per the Montgomery County Health Permit.
- A fully charged fire extinguisher with a rating 2A:20BC that is visible, accessible, and located away from the cooking area.
  - A “K” rated fire extinguisher is required if using a fryer or other cooking equipment that involves or produces vegetable oil, animal oil or fats.
- A Maryland Tax ID # is required to participate. All vendors are responsible for collecting and reporting proper state sales tax. If a temporary MD Tax ID number is needed, contact the State Department of Assessments & Taxation or visit [egov.maryland.gov/businessexpress](http://egov.maryland.gov/businessexpress).

### The City of Rockville will provide:

- A designated onsite booth space
- Removal of bagged trash and recycling

## **Montgomery County Temporary Food Certificate**

All vendors must complete and submit a Montgomery County Health Department application by Friday, June 26, 2026. All vendors must receive a temporary food certificate by Saturday, July 4, 2026, and bring it with them to the event, or have a current permanent food certificate for their food truck to participate. You can view the temporary food certificate application [here](#).

## **Beverages**

All vendors should sell bottled water. Non-alcoholic beverages may also be sold by food vendors.

## **Event Cancellation or Postponement**

The event will be held rain or shine. The City of Rockville reserves the right to cancel or postpone the event due to safety concerns.

## **Insurance Requirements**

### Certificate of Insurance

Vendors must obtain at their own cost and expense and keep in force and effect on the day of the event, insurance with an insurance company licensed to do business in the State of Maryland, evidenced by a certificate of insurance and or copies of the insurance policies.

The Vendor must submit to the City’s Recreation and Parks Department a certificate of insurance at time of acceptance. Certificates should be submitted to the attention of Cristina Willis, 111 Maryland Avenue, Rockville, MD 20850. In no event may the insurance coverage be less than the limits outlined below in the requirement details. Vendor’s insurance coverage shall be primary insurance as respects the City, its elected and appointed officials, officers, consultants, agents and employees and

any insurance or self-insurance maintained by the City, shall be excess of the Vendors insurance and shall not be called upon to contribute with it.

Additionally Insured

The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees, must be named as an additional insured on the organizer’s Commercial and Excess/Umbrella Insurance for liability arising out of contractor’s products, goods, and services provided under this application. Additionally, The Mayor and Council of Rockville must be named as additional insured on the organizer’s Automobile and General Liability Policies. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with or shown on the insurance certificate as additional insured certificate holders.

**Please list additional insured as follows on your insurance certificate:**

The Mayor and Council of Rockville, 111 Maryland Ave., Rockville, MD 20850

**City of Rockville Insurance Requirement Details**

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>
<ul style="list-style-type: none"> <li>• <b>Commercial General Liability</b> <ul style="list-style-type: none"> <li>○ <i>Bodily Injury</i></li> <li>○ <i>Property Damage</i></li> <li>○ <i>Contractual Liability</i></li> <li>○ <i>Premise/Operations</i></li> <li>○ <i>Independent Contractors</i></li> <li>○ <i>Products/Completed Operations</i></li> <li>○ <i>Personal Injury</i></li> </ul> </li> </ul>	Each Occurrence: \$1,000,000	<i>The Mayor and Council of Rockville to be listed as additional insured and provided 30-day notice of cancelation or material change in coverage. CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.</i>
<ul style="list-style-type: none"> <li>• <b>Automobile Liability</b> <ul style="list-style-type: none"> <li>○ All Owned Autos</li> <li>▪ Hired Autos</li> <li>▪ Non-Owned Autos</li> </ul> </li> </ul>	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$1,000,000	<i>The Mayor and Council of Rockville to be listed as additional insured and provided 30-day notice of cancelation or material change in coverage. Form CA20 48 02 99 form to be both signed and dated.</i>

**If you have any questions, please contact:**

Cristina Wills, Events Specialist, [cwillis@rockvillemd.gov](mailto:cwillis@rockvillemd.gov), 240-314-8610

**PLEASE KEEP THESE RULES AND REGULATIONS FOR YOUR RECORDS.**



## Rockville 2026 Independence Day Celebration Food Vendor Application

*Applications are due by Friday, June 5, 2026*

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Day of Contact Name: \_\_\_\_\_ Day of Contact Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_ Maryland Tax ID Number: \_\_\_\_\_

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

**Food Category/Description** (In a few words, please describe the type of food you sell.):

**Please list all food and beverages available for purchase and include pricing (or attach menu with application):**

### Booth Set-up

Please note, no electricity is provided for this event. Vendors must provide all equipment, tents, generators, supplies, and staffing for their booths.

1. How are you serving? Select all that apply. Preference is given to vendors serving from tents.

I am serving from my own 10' x 10' tent.

I am serving from a food truck.

○ What are the dimensions of your food truck? L: \_\_\_\_\_ W: \_\_\_\_\_ H: \_\_\_\_\_

○ What side does the truck serve from (passenger side, back)? \_\_\_\_\_

I am serving from a trailer that will be towed in by another vehicle.

○ What are the dimensions of your trailer (not including the vehicle towing the trailer)?

L: \_\_\_\_\_ W: \_\_\_\_\_ H: \_\_\_\_\_

○ What side does the trailer serve from (passenger side, back)? \_\_\_\_\_

2. What forms of payment do you accept? \_\_\_\_\_

3. Please provide your generator model and number: \_\_\_\_\_

**Please Initial the Following:**

- \_\_\_ I understand that I must staff the booth and provide food for sale during event operating hours which are 7 p.m. – 10 p.m. on Saturday, July 4, 2026.
- \_\_\_ I understand I must provide my own generator, and it must be non-construction and energy efficient.
- \_\_\_ I understand that I must provide temporary flooring for the collection of grease and food waste.
- \_\_\_ I understand I must use eco-friendly products (i.e., utensils, plates, to-go containers, etc.).
- \_\_\_ I understand, once accepted, I must:
  - Pay the \$125 booth fee
  - Provide a Certificate of Insurance
  - Provide a Montgomery County Food Truck License or obtain a Montgomery County Temporary Food License

**Release and Signature**

The City of Rockville Independence Day Celebration 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 at all times during the duration of the event. I agree to a certification of insurance for the City of Rockville Independence Day Celebration with limits of no less than \$1,000,000 per occurrence. 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.

Print Name: \_\_\_\_\_ Signed and Accepted: \_\_\_\_\_

Date: \_\_\_\_\_

**Please email or mail completed application to:**  
Cristina Wills, Special Events Coordinator, City of Rockville  
cwillis@rockvillemd.gov  
6 Taft Court, Rockville, MD 20850  
240-314-8610