



## 2026 Rocktoberfest Brewer Rules and Information

### Event Overview

Rocktoberfest is scheduled for Saturday, September 26 from 11 a.m.- 5 p.m. in Rockville Town Center. The event features live music with German-themed performances, local breweries, kids' entertainment, an artisan/craft vendor area, and food vendors. The event is expected to draw over 5,000 visitors.

### Beer Sales

The City of Rockville will be selling a limited edition 16 oz. Rocktoberfest beer stein on site. Patrons can purchase 16 oz. beers in plastic cups or get their 16 oz. stein filled. **Pricing is set at \$8.00 for a 16 oz. cup of beer, cider, mead or hard seltzer, or \$7.00 for a 16 oz. stein refill.** Vendors may not sell cans, bottles or to-go packs of beer. Vendors collect 100% of sales for beer and brewery merchandise sales.

### On-Site Participation

Brewers may start setting up for the event beginning at 9:00 a.m. and must be set-up and ready to sell by 10:30 a.m. The event starts at 11 a.m. and ends at 5 p.m. Brewery staff must wait until the site clears sufficiently before bringing vehicles back on site for breakdown. Additional information regarding load-in and out will be sent prior to the event.

### Brewer Application Information

Brewer application and participation in Rocktoberfest is free but vendors will have to submit a \$30 event license payment with Alcohol Beverage Services (ABS). To participate in Rocktoberfest as a beer vendor, please submit a completed copy of the attached application form by Friday, August 7, 2026. We will include brewery logos on promotional materials, so please send your logo as a high resolution .jpg or .png file with your application as well.

### Equipment and Documents

Brewers must provide or complete the following:

- |                                                                                                             |                                                                      |
|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Certificate of Insurance                                                           | <input type="checkbox"/> Beer and beer accessories (taps, CO2, etc.) |
| <input type="checkbox"/> \$30 event license payment to Montgomery County ABS once event license is approved | <input type="checkbox"/> All payment system equipment                |
|                                                                                                             | <input type="checkbox"/> Staff for their booths                      |
|                                                                                                             | <input type="checkbox"/> Logo files for promotional materials        |

The City of Rockville will provide:

- |                            |                                     |
|----------------------------|-------------------------------------|
| • 16 oz. plastic beer cups | • General pricing signage           |
| • Keg tubs                 | • Tables and chairs (up to 2 each)  |
| • Ice                      | • One 10' x 10' tent (if requested) |

### Certificate of Insurance Requirements

Vendors must obtain at their own cost and expense, and keep in force and effect during the event dates, the following insurance requirements 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 Cristina Willis via email. 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.

#### Additional 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

#### Policy Cancellation

No change, cancellation or non-renewed shall be made in any insurance coverage without thirty (30) day written notice to the City Purchasing Division. The Vendor shall furnish a new certificate prior to any change or cancellation date. The failure of the Vendor to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

#### **City of Rockville Insurance Requirement Details**

| Type of Insurance                                                                                                                                                                                                                                                                                | Amounts of Insurance                                                                                                                                                          | Endorsements and Provisions                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Workers' Compensation<br>2. Employers' Liability                                                                                                                                                                                                                                              | Bodily Injury by Accident:<br>\$100,000 each accident<br><br>Bodily Injury by Disease:<br>\$500,000 policy limits<br><br>Bodily Injury by Disease:<br>\$100,000 each employee | Waiver of Subrogation:<br><i>WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement – signed and dated.</i>                                                                                                               |
| • <b>Commercial General Liability</b> <ul style="list-style-type: none"><li>○ Bodily Injury</li><li>○ Property Damage</li><li>○ Contractual Liability</li><li>○ Premise/Operations</li><li>○ Independent Contractors</li><li>○ Products/Completed Operations</li><li>○ Personal Injury</li></ul> | Each Occurrence:<br>\$1,000,000                                                                                                                                               | <u>The Mayor and Council of Rockville</u> to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.<br><i>CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.</i> |
| • <b>Automobile Liability</b> <ul style="list-style-type: none"><li>○ All Owned Autos<ul style="list-style-type: none"><li>▪ Hired Autos</li><li>▪ Non-Owned Autos</li></ul></li></ul>                                                                                                           | Combined Single Limit for Bodily Injury and Property Damage - (each accident):<br>\$1,000,000                                                                                 | <u>The Mayor and Council of Rockville</u> to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.<br><i>Form CA20 48 02 99 form to be both signed and dated.</i>                 |

#### **Licensing**

Montgomery County ABS will email you with further details once the event license is submitted by the City of Rockville. You must then submit your own individual license with ABS by Wednesday, August 26. Stay tuned for more information.

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

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

# Rocktoberfest 2026 Brewer Application

*Due by Friday, August 7, 2026*

Brewery Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

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

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

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

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

**Please list the beers you are serving (limit 4). Options can also include cider, mead or malt based hard seltzer. No wine permitted for sale.**

1) \_\_\_\_\_ ABV: \_\_\_\_\_ 2) \_\_\_\_\_ ABV: \_\_\_\_\_

3) \_\_\_\_\_ ABV: \_\_\_\_\_ 4) \_\_\_\_\_ ABV: \_\_\_\_\_

**Tent Selection** (Select One):

☐ I need a City provided 10x10 tent

☐ I will bring my own 10x10 tent

**Please indicate the amount of each that you need the City of Rockville to provide:**

- Tables (maximum 2): \_\_\_\_\_
- Keg Tubs: \_\_\_\_\_

## Release and Signature

The City of Rockville, Rocktoberfest 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 at all times during the duration of Rocktoberfest. I agree to purchase at my own cost and expense and keep in force and effect during the duration of the Rocktoberfest event, Liquor Law Liability insurance 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: \_\_\_\_\_

**SUBMIT APPLICATION, LOGO AND PROOF OF LIQUOR LAW LIABILITY INSURANCE TO:**

Cristina Willis, Special Events Coordinator

City of Rockville

6 Taft Court, 3<sup>rd</sup> Floor, Rockville, MD 20850

240-314-8610 • [cwillis@rockvillemd.gov](mailto:cwillis@rockvillemd.gov)