



2026 Rocktoberfest Food Vendor Rules and Information

Event Information

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.

Food Vendor Application and Fee

To participate in Rocktoberfest as a food vendor, please submit a complete copy of the attached application form by Friday, August 7, 2026.

Food vendor participation in Rocktoberfest is \$175. Vendors collect 100% of food sales. If accepted, the booth fee is necessary to secure your spot. All fees are non-refundable and can be paid by check, cash, or credit card (Visa, Discover or Mastercard only, no American Express).

Do not submit booth payment with application. Applicants will be notified if their applications have been accepted or declined by Friday, August 14, 2026, at the latest. Once you receive acceptance confirmation, you may then submit the booth payment, your Certificate of Insurance, and apply for a Montgomery County Temporary Food License, if needed.

On-site Participation and Booth Set-up

Vendors may arrive between 8 a.m. and 9:30 a.m. Vehicles not being used to serve must be off-site by 10 a.m. Vendors must be set up and ready to sell by 10:30 a.m. for food inspection. Food vendors must display menu pricing at their booths. Failure to comply will result in not being invited back.

Booth locations are assigned on availability and at the discretion of the event organizers. There is no guarantee of exclusivity in any one food category. The use of the booth space is restricted to the applicant of whom it is assigned, and booth space may not be shared. Each applicant is responsible for the set-up and arrangement of their space. There is no Wi-Fi available onsite. Additional information regarding booth load-in and out will be sent prior to the event.

Equipment and Required Documents

Food vendors must provide:

- Certificate of Insurance per City of Rockville requirements (see details on follow page).
- Montgomery County Health Food License (Food Truck License or Temporary Food Service License).
- A menu of all food and beverage items for sale, with pricing listed. Food vendors must display menu pricing at their booths.
- All equipment, electricity, supplies, and staffing for your booth.
- All payment system equipment.
- Temporary flooring for the collection of grease and food waste.
- Recyclable or compostable serving materials (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.
 - Class 20:BC rated fire extinguisher for generators and fuel-fired equipment.
 - Class A rated fire extinguisher for wood or charcoal.
- 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 <https://egov.maryland.gov/businessexpress>.

The City of Rockville will provide:

- A designated onsite booth space.
- A 10'x10' tent, two tables and two chairs, if requested.
- Removal of bagged trash and recycling.

Please note that there is no electricity or water supply on site. Vendors must supply their own generator, and it must be non-construction and energy efficient.

Montgomery County Temporary Food License

All vendors must receive a temporary food license by the morning of September 26, 2026, and bring it with them to the event, or have a current permanent Montgomery County food certificate for their food truck to participate. All vendors should complete and submit a Montgomery County Health Department Temporary Food Service License application by Friday, September 18, 2026, if not earlier. You can view the application [here](#).

Beverages

All vendors are required to 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 when conditions could cause damage to festival participants and attendees, event site, equipment, etc.

Insurance Requirements

Certificate of Insurance

Vendors must obtain at their own cost and expense, and keep in force and effect during the term of market season including all extensions, the following 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 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 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>
• Commercial General Liability ○ Bodily Injury ○ Property Damage ○ Contractual Liability ○ Premise/Operations ○ Independent Contractors ○ Products/Completed Operations ○ Personal Injury	Each Occurrence: \$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. <i>CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.</i>
• Automobile Liability ○ All Owned Autos ▪ Hired Autos ▪ Non-Owned Autos	Combined Single Limit for Bodily Injury and Property Damage - (each accident): \$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. <i>Form CA20 48 02 99 form to be both signed and dated.</i>

If you have any questions, please contact:

Cristina Willis, Special Events Coordinator, cwillis@rockvillemd.gov, 240-314-8610



Rocktoberfest 2026 Food Vendor Application Form

Applications are due by Friday, August 7, 2026.

Business 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, electricity, supplies, and staffing for their booths. The City will provide a 10'x10' tent, two tables and two chairs, if requested below.

1) How are you serving? Select all that apply.

- ☐ I am serving from a food truck.
 - What are the dimensions of your food truck or trailer? L: _____ W: _____ H: _____
 - What side do you 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 food truck or trailer? L: _____ W: _____ H: _____
 - What side do you serve from (passenger side, back)?
- ☐ I am serving from my own 10' x 10' tent.
- ☐ I need the city to provide me with a 10'x10' tent.

2) What forms of payment do you accept?

Review and Initial

Please initial the following:

- ___ I understand that I must staff the booth and provide food for sale during event operating hours which are 11 a.m. - 5 p.m. on Saturday, September 26, 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 \$175 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, 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 a certification of insurance for Rocktoberfest 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 TO:

Cristina Willis, Special Events Coordinator
City of Rockville
6 Taft Court, 3rd Floor, Rockville, MD 20850
240-314-8610 · cwillis@rockvillemd.gov