



2026 Food Vendor Regulations & Application

Thank you for your interest in being a food vendor at the City of Rockville's Antique & Classic Car Show. Please review the rules and regulations below to learn information about the event and the application process.

Event Overview

From Packard to Ferrari, 33 car clubs are represented during this grand event while auto collectors and enthusiasts share fond memories of the classic cars of yesteryear. The show has a flea market, , and live music. This event is open to the public and admission is free.

Event Date and Time

Saturday, October 17, 2026, from 11 a.m. to 3:30 p.m.

Location

Glenview Mansion at Rockville Civic Center Park
603 Edmonston Drive, Rockville, MD 20851

Application and Booth Fee

To apply as a food vendor at the Antique & Classic Car Show, please submit a completed application form by September 4, 2026. Food vendor participation is \$150. Vendors collect 100% of food sales. Exclusivity in food category is not guaranteed.

Applicants will be notified if they have been accepted by September 11 at the latest. 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/Mastercard/Discover).

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, October 5, 2026.

On-site Participation

Vendor arrival and set-up time is between 8:30 a.m. and 9:30 a.m. Vendors are allowed one vehicle to remain onsite including hitched vehicles. Any additional vehicles will need to go to public parking. Vendors should be ready to sell by 10:30 a.m. Food vendors must staff their booth and provide food for sale during event operating hours which are 11 a.m. – 3:30 p.m. on Saturday, October 17. Vendors may not sell any items past 3:30 p.m. Failure to comply will result in not being invited back.

Booth Information and Set-up

There are two food vendor areas on site – one on the show field and one in the flea market parking lot. Booth locations are determined by the event organizers and specific areas may not be requested. The use of the booth is restricted to the applicant to whom it is assigned, and booths may not be shared. Vehicles being used to load in trailers or equipment will be able to stay parked near their booth space but may need to be unhitched. Each applicant is responsible for set-up and arrangement of their space. If you are using your own tent, then your tent must be flame certified/resistant. There is no water source or Wi-Fi 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).
- 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.
- Hand washing station per the Montgomery County Health Permit.
- Wheel chocks and leveling blocks for food trucks.
- Recyclable or compostable serving materials (i.e., utensils, plates, to-go containers, etc.).
- 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 Maryland 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.
- Removal of bagged trash and recycling.

Montgomery County Temporary Food License

Vendors that do not have an existing Montgomery County food truck license must apply for a Montgomery County Health Department temporary food license by Friday, Oct. 9, 2026. All vendors must receive a temporary food license by Saturday, Oct. 17, 2026, and bring it with them to the event, or have a current Montgomery County Food Truck License for their food truck to participate in the event. You can view the application [here](#).

Beverages

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

Event Cancellation or Postponement

The City of Rockville reserves the right cancel or postpone the event when conditions could cause damage to festival participants and attendees, event site, equipment, etc. If high winds, heavy rain, thunder, lightning and/or other dangerous conditions or combination of these conditions are forecasted, the show may be canceled. If the show is canceled due to inclement weather, the show will not be rescheduled. Vendor fee refunds will be provided within four (4) weeks of the show date to the original payment method.

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	<i>The Mayor and Council of Rockville to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. 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	<i>The Mayor and Council of Rockville to be listed as additional insured and provided 30 day notice of cancellation 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, Special Events Coordinator, cwillis@rockvillemd.gov, 240-314-8610

PLEASE KEEP THESE RULES AND REGULATIONS FOR YOUR RECORDS.



2026 Food Vendor Application

Applications are due by Friday, September 4, 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 your business sells. Note, exclusivity in food category is not guaranteed):

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

Event Space Set-up

1) Please indicate how you will set up to serve food.

☐ **I am serving from a food truck.**

- Please list food truck dimensions: L: _____ W: _____ H: _____
- What side do you serve from (passenger side, back)? _____

☐ **I am serving from a trailer that will be towed in on a separate truck.**

- Please list trailer dimensions: L: _____ W: _____ H: _____
- What side do you serve from (passenger side, back)? _____

I am serving from my own 10' x 10' tent (Note: Tent must be flame certified/resistant).

2) What forms of payment do you accept? _____

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. – 3:30 p.m. on Saturday, Oct. 17.
- ____ 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 \$150 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's Antique & Classic Car Show 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's Antique & Classic Car Show 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 Recreation and Parks
6 Taft Court, Suite 301, Rockville, MD 20850
240-314-8610 · cwillis@rockvillemd.gov