



Vendor Information for the Annual Glenview Mansion Wedding & Events Expo

To be a vendor at the Annual Glenview Mansion Wedding & Events Expo, please complete and submit the application linked below. We will review your application and approve or deny your request within three (3) business days.

[Click here to complete the vendor application](#)

Taking part in the Annual Glenview Mansion Wedding & Events Expo is an excellent way to reach local wedding and event clientele. During the expo you will have the opportunity to show clients your products and services, meet Glenview Mansion clients who are looking for vendors for their event, engage in targeted marketing for your business, and network with other businesses in the wedding and event industry.

A benefit of being a vendor at the Annual Glenview Mansion Wedding & Events Expo is exposure in a highly advertised and publicized event. We will provide placement of this expo in City of Rockville marketing initiatives, including local publications, special-interest, and local events calendars. There will be advertising on The Knot and WeddingWire online platforms.

We have space to showcase approximately 38 vendors. We strive to feature a variety of wedding and event service providers and attempt to keep the expo small enough so vendors have an opportunity to connect with potential and current clients. Invitations to the Annual Glenview Mansion Wedding & Events Expo will go out to the Glenview Mansion contact list, which has over 1,500 clients. We also encourage you to invite your clients to this expo!

EXPO DETAILS

Date: Sunday, March 19, 2023

Time: 1:00pm to 4:00pm

Location: Glenview Mansion at Rockville Civic Center Park (603 Edmonston Drive, Rockville, MD 20851)

COST

The charge for vendor participation is \$225.00 for one (1) 6' x 30" rectangle table and two (2) banquet chairs. Your space is not secure until we receive both your application and payment in full. If you encounter any issues with the online application, please contact us at glenview@rockvillemd.gov or 240-314-8660 for assistance.

Acceptable forms of payment are MasterCard, Visa, cash, money order, or personal check payable to "City of Rockville." We do not accept Discover or American Express. If a check is returned to the City of Rockville, you will incur a \$35 fee. **The City of Rockville will not refund vendor application fees for any reason.**

APPLICATION REQUIREMENTS

Applicants must be at least 18 years old of age, have a valid form of ID, and ensure the name on the valid form of ID matches the name(s) on the Annual Glenview Mansion Wedding & Events Expo vendor application.

VENDOR RESPONSIBILITIES

Each vendor will be given one (1) 6' x 30" rectangle table for display and two (2) banquet chairs. Due to space limitations, we are unable to provide or allow additional tables per vendor. Space is very limited and we cannot make any exceptions to this rule. Large set-ups, including pipe and drape, are not allowed as we are not a large space and you will overshadow your neighbors. A sign identifying your business name at your table is a good idea. Electrical outlets are first come, first served and is not guaranteed for your set-up. **You must provide your own table coverings, signage for your table, and extension cord if you require electricity.**

Caterers may serve food and non-alcohol drinks. No alcohol or red/purple beverages may be served by vendors. No pets are allowed inside Glenview Mansion except for ADA service animals that are specifically trained to aid a disabled person. Please do not breakdown your table early. The expo ends at 4:00pm and we want last minute guests to get a chance to visit your table. Caterers may use our kitchen counters, tables, and appliances (except for the commercial coffee machine). The kitchen is a shared space for caterers, so please be respectful and considerate.

Help keep everyone safe. Do not come to any City of Rockville property if you are sick with any COVID-19 or cold/flu-like symptoms, are otherwise instructed to remain at home, or came into contact or share a home with anyone who tested positive for COVID-19 or is exhibiting COVID-19 or cold/flu-like symptoms.

CITY OF ROCKVILLE OFFERINGS

The City of Rockville will provide one (1) 6' x 30" rectangle table to accommodate your set-up and two (2) banquet chairs per vendor. We will provide vendors with complimentary coffee, tea, and bottled water throughout the day. Complimentary Wi-Fi is provided at Glenview Mansion. The Wi-Fi connection is not strong enough to download or stream data. The password will be available to you at your vendor table.

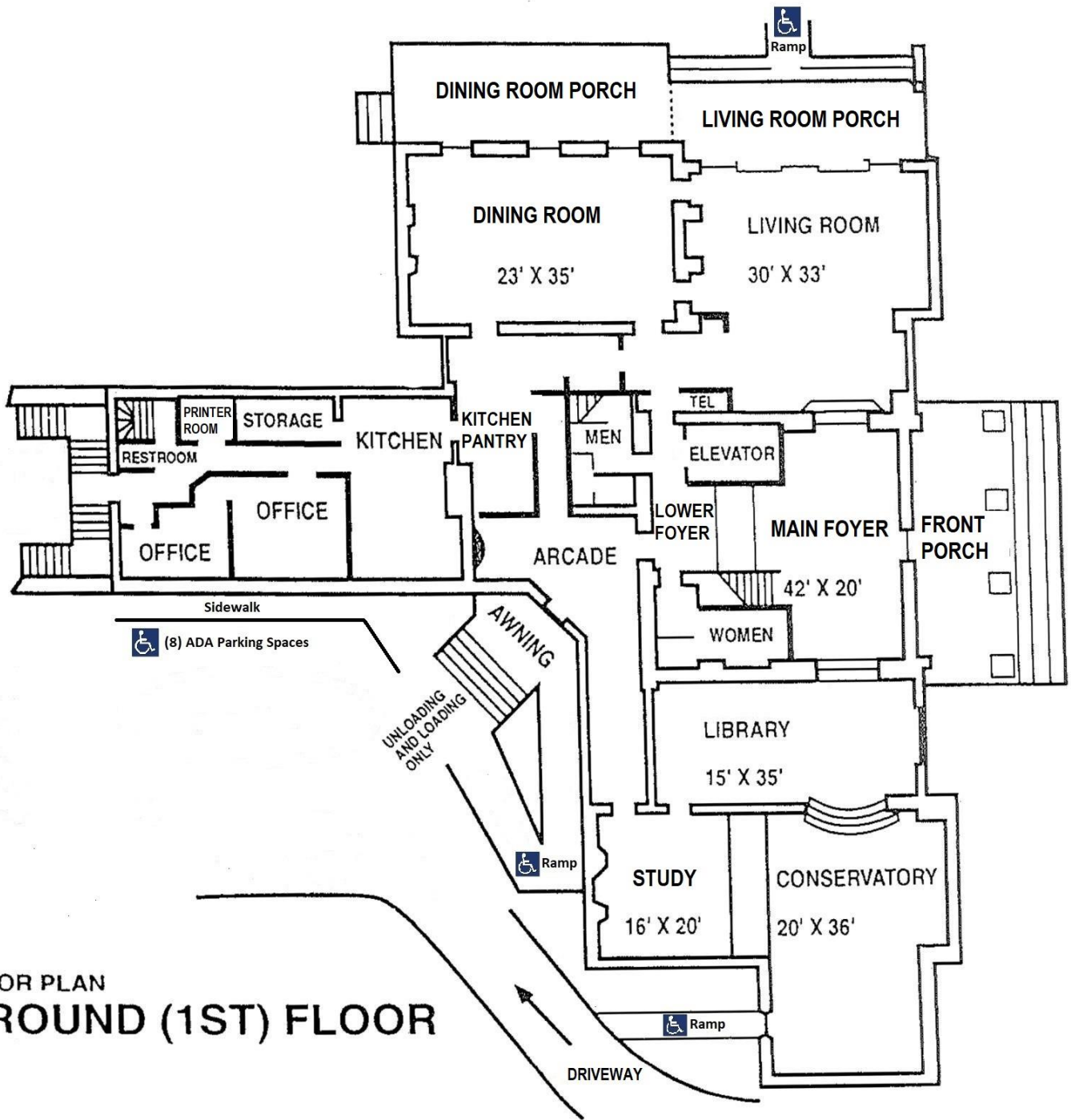
City of Rockville staff will check-in your business at load-in, provide you with directions to your vendor table, and guide you to where you should park your vehicles. Staff does not help with your load-in or load-out, vendor table set-up, your trash and recycling removal, or promotion of your business.

VENDOR LOAD-IN/LOAD-OUT INSTRUCTIONS

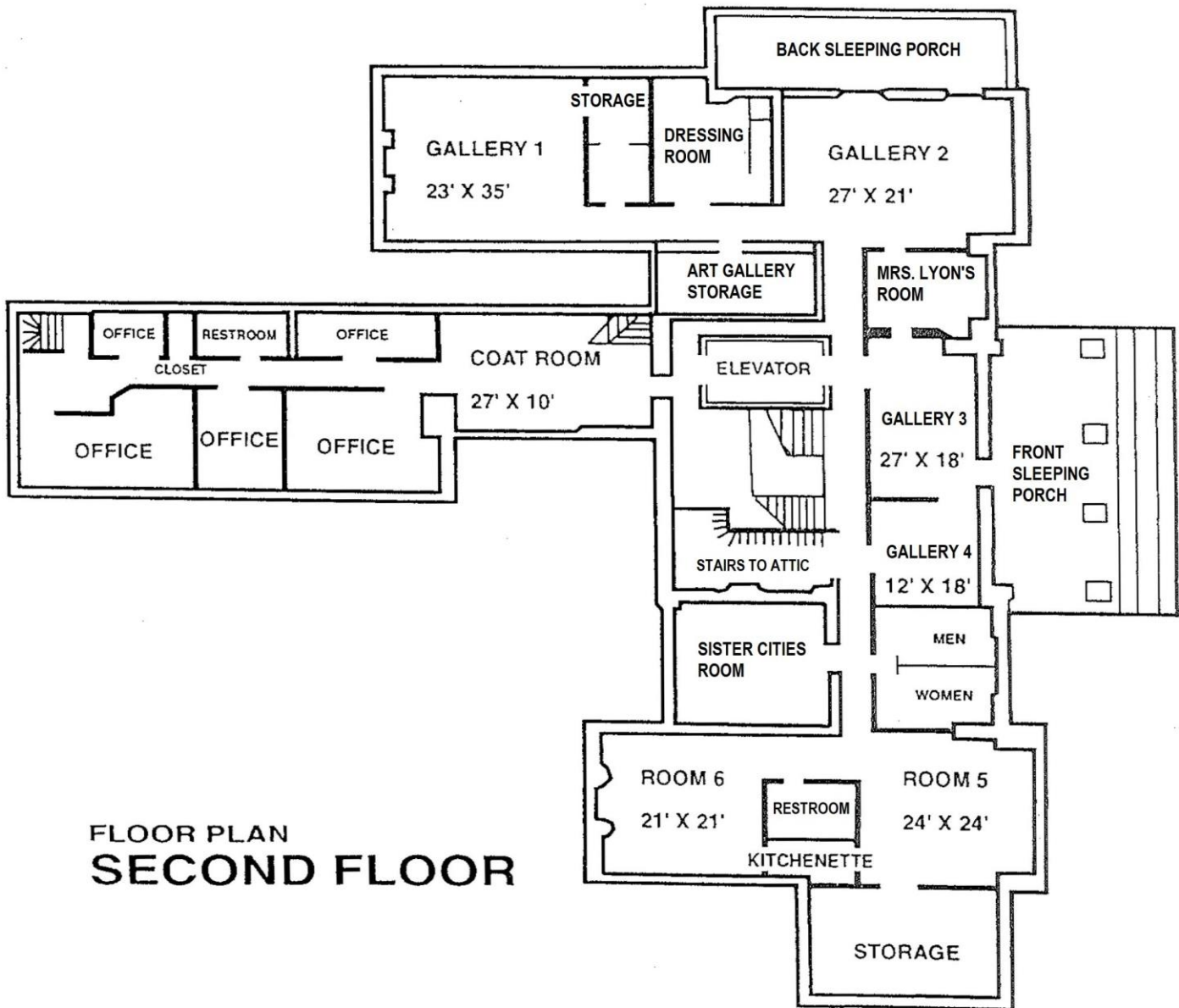
Vendor load-in begins at 9:00am. All vendors must be loaded in, parked, set-up, and ready to welcome our guests by 12:30pm. We are not assigning load-in times to each vendor. If you know that you need several hours to set-up, please arrive early. If you will be set-up in just minutes, please arrive a little later.

Upon arrival, drive your vehicles to the rear of Glenview Mansion and check-in with City of Rockville staff. They will tell you how to load into Glenview Mansion, where to park your vehicles, and where your vendor table is located. We have gone to great lengths to place all vendors in their respective locations and appreciate your gracious acceptance of your assigned space. We are lucky again this year to have enough vendors to spread out across both the first and second floors of the venue. After safely and promptly unloading, please move your vehicles from the rear of Glenview Mansion and park in your designed location to make room for other vendors as they arrive. We need to make sure all vendors have time to load-in and set-up before our guests arrive. Load-out begins at 4:00pm and must be done in a shared and orderly manner. Do not start your breakdown before 4:00pm and make sure to leave behind all Glenview Mansion-provided tables, chairs, and equipment.

There is one (1) large and free parking lot available at Rockville Civic Center Park. It is located down the left-side driveway when entering Civic Center Park. This parking lot is considered the main parking for Glenview Mansion. There is also a small parking lot for ADA parking and vendor load-in/load-out located in the rear of Glenview Mansion, near the Arcade (please see floor plan below). In this parking lot, there are also three (3) guest parking spaces. Illegal parking anywhere in Civic Center Park is subject to parking enforcement regulation by City of Rockville Parking Division. As a consideration, please take the parking spaces further away from the venue and allow guest to park closer.



FLOOR PLAN
GROUND (1ST) FLOOR



**FLOOR PLAN
SECOND FLOOR**