



Vendor Information

Your organization is invited to become a vendor at the Community and Sport Festival, Saturday, October 16, 2010. This event signals the launch of the Education and Sports Heritage Foundation, and it will be held on the site of the formerly segregated swimming pool and tennis courts in Druid Hill Park. Attendance for the event is estimated to be between 8,000 and 10,000 children and adults representing the diverse sectors of our community who use the Park for Sports, Recreation, and Leisure activities.

There are three vendor categories: 1) Exhibitors; 2) Retail Vendor; and 3) Food Vendor. The specifications and fees for each type of vendor are provided below.

Vendor and Exhibitor Specifications:

Vendor spaces are 10'x10' and include one 6ft table and two chairs. Business and non-profits may register as an Exhibitor or a Retail Vendor. Exhibitors may not sell any items of any type. Exhibitors who wish to sell retail items must pay the fee difference before the day of the Festival. The fees are as follows:

Exhibitors (Community Organizations & Sports Groups) \$ 75.00

Retail Vendor (Non-food Items only) \$100.00

Food Vendors \$150.00

Logistics Schedule:

<i>Arrive on Site:</i>	<i>10:00 am</i>
<i>Complete Setup</i>	<i>11:00 am</i>
<i>Community and Sports Festival</i>	<i>11:00 pm to 4:00 pm</i>
<i>Break Down and Cleanup</i>	<i>4:00 pm to 5:00 pm</i>

Vendor Agreements

Submission of a Vendor Application binds you, your business or organization to the following agreement:

- ❖ Spaces will be assigned by the event coordinator;
- ❖ Vendors must sign in on the date of the event to receive their space assignment;
- ❖ Vendors should be set up by the designated time and not break down before the close of the event.
- ❖ Vendors must make arrangements for any special needs they may have;
- ❖ Parking will be provided in a designated area;
- ❖ Vendors agree to release the members of the Planning Committee of 150th Anniversary Celebration of Druid Hill Park, its agents; and Baltimore City from responsibility for any and all damages to yourself, your business or organization, or to your property, which might occur in the course of preparation, execution, or the cleanup of the event;
- ❖ No refunds will be made because of your inability to attend the Festival for whatever reason;
- ❖ If the organizer cancels the event for any reason, no fees paid by you will be refunded; and
- ❖ Food vendors acknowledge that it is their responsibility to obtain a valid food permit from the Baltimore City Department of Health, and have the permit posted on the day of the event.

Questions

For further information about vendors, becoming an official sponsor, or advertising in the Heritage Program Booklet, please contact us at 410-664-4238, or Email at vpkoger@hotmail.com.

Payment

Please complete the attached form and remit payment postmarked no later than August 15, 2010. Not responsible for late registrations. Make all checks payable to FoDHP 150th c/o Bridge-to-Life, Inc, P.O. Box 12776, Baltimore, Maryland 21217 (Attention: 150th Festival).

150th Festival Vendor Order Form

Company/Organization: _____

Contact Name: _____ Contact Title: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____ Fax Number: _____

Email: _____

Date: _____

Vendor Type	Fees	Amount Enclosed
Exhibitor	\$ 75.	
Retail Vendor	\$100.	
Food Vendor	\$150	
TOTAL AMOUNT:		

By signing this document, I agree to all the vendor requirements and agreements listed on the preceding pages.

Name (*print*)
Signature
Date

Administrative Purposes:

Payment Method _____

Date _____

Sales Representative _____