

TO: Community Row Vendors

FROM: Theresa Hall

RE: Festival Logistics

Thank you for working to make the 7th Annual African American Heritage Festival a success by serving as a “Community Row” vendor. As you know, an integral part of the festival is its Community Row where non-profit organizations, neighborhood associations, churches, civic-minded groups and others spread their messages, recruit, showcase themselves and interact with Festival attendees.

This memorandum provides a brief synopsis of some Festival logistics that may assist your organization in its preparation for the Festival.

LOGISTICS	
Festival Location	Orioles Park at Camden Yards - Baltimore, Maryland
Festival Hours	Friday, June 27th - 3pm - 10pm Saturday, June 28th - 11am - 10pm Sunday, June 29th – 10am-9pm
Rain Date	The show goes on – rain or shine
Set – Up and Break – Down	Set –up may begin as early as 11:00 a.m. on Friday, June 27, 2008. All booths must be set-up by noon on Friday, June 27, 2008. Official closing of the festival is 7:00pm on Sunday; at which time please begin dismantling your booth.
Check-in and Booth Assignments	Each Community Row vendor will receive its booth assignment during check-in on Friday, June 27, 2008. Check-in begins at 11:00 a.m. Please report to the Mayor’s Office of Neighborhood booth at Camden Yards and ask for Theresa Hall or Angela Fraser to receive your booth assignment, parking passes and booth credentials

Booths	All Community Row vendors will receive an 8' by 8' wooden booth. The booth is covered and can comfortably accommodate three people. Booths have a shelf/ledge space for displayed materials and handouts
Chairs	Each Community Row vendor will be provided two chairs per booth. Each vendor is responsible for returning the chairs at the end of the Festival or the vendor will be invoiced for the same. No tables will be provided.
Parking	Each Community Row vendor will receive one parking pass for use at the Festival. The pass is intended to facilitate set-up and break down. Likewise, the pass is intended to facilitate the individuals who "open" and "close" the booth each day. You will receive a parking pass at registration on Friday. Paid parking will be available.
Security	There is twenty-four (24) hour security at the Festival. Baltimore City Police will secure the premises during hours of operation. A private security firm will secure the premises during other times, e.g., overnight. The Festival assumes no responsibility for valuables left unattended at the Festival however.
Ribbon – Cutting Friday, June 27, 2008	There will be a ceremonial ribbon cutting at 6:00 p.m. All vendors, friends and guests are encouraged to participate. Location: TBA at Camden Yards on June 27 2008

As your Community Row Coordinator please feel free to contact me (Theresa Hall) directly at 443-710-1998