

2010 AFRICAN AMERICAN HERITAGE FESTIVAL CITY AGENCY ROW/ Non Profit

Thank you for requesting an application to participate as a vendor at the 2010 African American Heritage Festival ("AAHF"). **Please complete the application below and return the completed packet with full payment post marked no later than by June 1, 2010**

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: () _____ Fax Number: () _____

Email: _____

Did you participate with us in 2009? Please check appropriate box.

- Yes
- No

Exhibit Level	Standard Rate
Community/Non-Profit	\$200.00

**Please make payable to:
AAHF Foundation**

Mail to:

**AAHF Foundation
2514N. Charles Street
Baltimore, Maryland 21218**

NO PERSONAL CHECKS, NO CASH ACCEPTED!!!!

MONEY ORDER: \$ _____ enclosed

CASHIER'S/CERTIFIED CHECK: \$ _____ enclosed

Please list any special needs or requests (all requests are **NOT** guaranteed for approval)

THE AFRICAN AMERICAN HERITAGE FESTIVAL

If this application is accepted and approved by the AAHF's Vending Committee, I hereby agree to abide by any and all rules regulations set forth by the AAHF as noted in the AAHF Community Row Rules and Regulations attached to this application and all forthcoming AAHF vending documents.

X _____
Signature of authorized representative
(Please sign)

Date



African American Heritage Festival

April 2010

Dear City Agency/Non Profit:

The 9th Annual African American Heritage Festival is fast-approaching! With the involvement of stalwart citizens like you, this year's Festival is gearing up to be bigger and better than ever before.

As you may recall from last year, an integral part of the Festival is the "Community Row" where neighborhood associations, civic-minded groups and others showcased themselves to the community. Your organization is asked to join us as a community vendor **June 18-20, 2010 at Oriole Park at Camden Yards for the 9th Annual African American Heritage Festival**. Enclosed please find an information packet and community vendor application for the Festival.

You are asked to review and complete the application by May 31, 2010 in order to reserve a space for your organization; space is limited to 40 organizations. If you require additional assistance with reserving your space or know of anyone who wants to volunteer in some capacity, please call (443)710-1998 or email me at Theresa.hall@baltimorecity.gov

I look forward to seeing you on June 18th

Sincerely,
Theresa Hall

Community Committee Chair

Cell: 443-710-1998

Office: 410-396-4735

Fax: 410-396-1632



TO: Community Row Vendors and City Agency

FROM: Theresa Hall

RE: Festival Logistics

Thank you for working to make the 9th Annual African American Heritage Festival (the “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	Oriole Park at Camden Yards - Baltimore, Maryland
Festival Hours	Friday, June 18 th - 4m - 10pm Saturday, June 19 th - 12noon-10PM Sunday, June 20 th - 12noon-8pm
Rain Date	The show goes on – rain or shine.

Set – Up and Break – Down	<p>Set –up may begin as early as 11:00am. On Friday, June 18, 2010. All booths must be set-up by 3pm on Friday, June 18, 2010.</p> <p>Official closing of the festival is 8:00pm on Sunday; at which time please begin dismantling your booth.</p>
Check-in and Booth Assignments	<p>Each Community Row vendor will receive its booth assignment during check-in on at Tuesday Cityhall or Friday day at a location that will be announce later.</p> <p>.</p>
Booths	<p>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.</p>
Chairs	<p>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.</p>
Parking	<p>Each Community Row vendor will be responsible for parking of their vehicles. Their will be access to facilitate set-up and break down. Paid parking will not be available.</p>
Security	<p>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.</p> <p>The Festival assumes no responsibility for valuables left unattended at the Festival however.</p>
Ribbon – Cutting Friday, June 18 th 2010	<p>There will be a ceremonial ribbon cutting TBA. All vendors, friends and guests are encouraged to participate. Location: TBA at Camden Yards on June 18, 2010</p>

As your Community Row Coordinator please feel free to contact me Theresa Hall directly at 443-710-1998 or 410-396-4735. Thank You!