



TO: Community Row Vendors and City Agency

FROM: Theresa Hall

RE: Festival Logistics

Thank you for working to make the 8th 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, July 3 rd -4m - 10pm Saturday, July 4 th – 12noon-10PM Sunday, July 5 th – 12noon-8pm
Rain Date	The show goes on – rain or shine.
Set – Up and Break – Down	Set –up may begin as early as 11:00am. on Friday, July 3, 2009. All booths must be set-up by noon on Friday, July 3, 2009. 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>	<p>Each Community Row vendor will receive its booth assignment during check-in on Tuesday at Cityhall or Friday at the Lee Street entrance between the noon- 1pm.</p>
<p>Booths</p>	<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>
<p>Chairs</p>	<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>
<p>Parking</p>	<p>Each Community Row vendor will be responsible for parking of their vehicles. There will be access to facilitate set-up and break down. Paid parking will not be available.</p>
<p>Security</p>	<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>
<p>Ribbon – Cutting Friday, July 3rd 2009</p>	<p>There will be a ceremonial ribbon cutting TBA. All vendors, friends and guests are encouraged to participate. Location: TBA at Camden Yards on July 3, 2009</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!