

MARYLAND STATE FAIR
P O BOX 188
TIMONIUM, MD 21094-0188

THIS EVENT INFORMATION FORM MUST BE MAILED OR FAXED TO THE FAIR OFFICE

THIS FORM MUST BE MAILED TO JAMIE MOSNER AT THE MARYLAND STATE FAIR OR FAXED TO 410-561-5610 AT LEAST 20 DAYS PRIOR TO THE EVENT. INCLUDE YOUR FINAL FLOOR PLAN AND LIST OF EXHIBITORS WITH THIS FORM. THE FAIR WILL NOT ACCEPT THE INFORMATION BY PHONE. THIS INFORMATION IS ESSENTIAL TO PROPERLY RESPOND TO PUBLIC INQUIRIES AND TO BALTIMORE COUNTY AUTHORITIES CONCERNING YOUR EVENT.

EVENT NAME: _____ BUILDING(s) TO BE USED: _____
CONTRACT #: _____ PHONE: _____ EXHIBITION HALL _____
COORDINATOR: _____ COW PALACE _____
EVENT DATE(s): _____ EVENT HOURS: _____ 4H/HOME ARTS _____
MOVE IN DATE(s): _____ MOVE IN HOURS: _____ VISTA ROOM _____
MOVE OUT DATE(s): _____ MOVE OUT HOURS: _____ OTHER _____

IS THIS EVENT PUBLIC? YES NO

ADMISSION PRICES:

ADULTS _____ CHILDREN _____ SENIOR _____ OTHER _____

TICKET OUTLET: _____

ESTIMATED ATTENDANCE: PER DAY _____ PER EVENT _____

DECORATING COMPANY: _____ PHONE: _____

CATERER: _____ CONTACT: _____

CATERER INFORMATION MUST BE PROVIDED. THE CATERER MUST BE ON OUR CATERERS LIST PHONE: _____

**IF YOU WANT YOUR EVENT ADVERTISED ON THE FAIR'S ELECTRONIC BILLBOARD YOU MUST FILL OUT THE FORM BELOW. THERE WILL BE NO INFORMATION TAKEN OVER THE PHONE.
BILLBOARD RATES; \$25.00 PER DAY, \$125.00 PER WEEK**

ELECTRONIC BILLBOARD MESSAGE: 19 CHARACTERS PER LINE 4 LINES (INCLUDES SPACES)

DATES FOR ELECTRONIC SIGN: _____

DO YOU HAVE A WEB SITE OR EMAIL ADDRESS THAT YOU WANT ADVERTISED ON THE FAIR'S WEB SITE?
BE SURE TO CLEARLY INDICATE UPPER OR LOWER CASE LETTERS IN THE ADDRESSES!

INTERNET: _____
Please Print Clearly

EMAIL: _____
Please Print Clearly

CONTINUED ON REVERSE SIDE

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EQUIPMENT NEEDED

**YOU ARE RESPONSIBLE TO ARRANGE DUMPSTER
SERVICE FOR YOUR EVENT PER PARAGRAPH 13 OF THE
LICENSE AGREEMENT.**

TABLES MAY BE RENTED AT \$5.50 EACH. PLEASE INDICATE THE NUMBER AND SIZE NEEDED:

SIZE	<u>NUMBER NEEDED</u>
3 X 8	_____
3 X 6	_____

CHAIRS MAY BE RENTED AT \$.75 EACH. PLEASE INDICATE THE NUMBER NEEDED:

CHAIRS _____

2' HIGH STAGING MAY BE RENTED IN 4' X 8' SECTIONS AT \$25.00 PER SECTION:

NO. OF SECTIONS _____

**FOR ADDITIONAL INFORMATION ON EQUIPMENT RENTAL CONTACT CHUCK BOSLEY
OR DAVE HART AT 410-561-5607 OR FAX: 410-561-5610.**

SECURITY NEEDS

<u>NO. OF GUARDS</u>	<u>DATES</u>	<u>SHIFTS</u>	<u>LOCATION</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR ADDITIONAL SECURITY INFORMATION CALL CHARLIE FREBURGER AT 410-252-0200 EXT.230

**THIS FORM MUST BE MAILED OR FAXED TO JAMIE MOSNER AT THE FAIR OFFICE. DO
NOT ATTEMPT TO PROVIDE THIS INFORMATION TO FAIR PERSONNEL BY TELEPHONE.
COMPLETE, ACCURATE AND TIMELY INFORMATION WILL HELP US BETTER SERVE YOU.**