



EVENT INFORMATION FORM

2200 York Road P.O. Box 188 Timonium, MD 21094-0188 410-252-0200
410-561-5610
www.MarylandStateFair.com

THIS FORM MUST BE E-MAILED, MAILED OR FAXED TO THE FAIRGROUND'S OFFICE AT LEAST 30 DAYS PRIOR TO YOUR SCHEDULED EVENT; FAX NUMBER 410-561-5610; INFORMATION WILL NOT BE ACCEPTED VIA TELEPHONE.

INCLUDE YOUR FINAL FLOOR PLAN AND LIST OF EXHIBITORS WITH THIS FORM. THIS INFORMATION IS ESSENTIAL TO THE SUCCESS AND SAFETY OF YOUR EVENT.

EVENT NAME: _____

BUILDING(s) USED:

CONTRACT #: _____ PHONE: _____

___ COW PALACE

COORDINATOR: _____

___ EXHIBITION HALL

EVENT DATE(s): _____ EVENT HOURS: _____

___ 4-H/HOME ARTS

___ VISTA ROOM

MOVE IN DATE(s): _____ MOVE IN HOURS: _____

___ OTHER

MOVE OUT DATE(s): _____ MOVE OUT HOURS: _____

IS THIS EVENT OPEN TO THE PUBLIC? YES ___ NO ___

ADMISSION FEE:

ADULTS _____ CHILDREN _____ SENIOR _____ OTHER _____

TICKET OUTLET: _____

ESTIMATED ATTENDANCE: PER DAY _____ PER EVENT _____

DECORATING COMPANY: _____ PHONE: _____

CATERER: _____ CONTACT: _____

PHONE: _____

CATERER INFORMATION MUST BE PROVIDED. THE CATERER MUST BE ON OUR APPROVED CATERER'S LIST.

TO ADVERTISE YOUR EVENT ON THE FAIRGROUND'S ELECTRONIC BILLBOARD, PLEASE COMPLETE THE INFORMATION BELOW; NO INFORMATION WILL BE TAKEN OVER THE PHONE. TO ADD GRAPHICS, PLEASE EMAIL REBECCA AT RRENSOR@COMCAST.NET. BILLBOARD RATES; \$40.00 PER DAY, \$250.00 PER WEEK.

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

DATES FOR ELECTRONIC SIGN: _____

IS THERE A WEBSITE OR E-MAIL ADDRESS TO BE INCLUDED ON THE FAIRGROUND'S WEBSITE?
(BE SURE TO CLEARLY INDICATE UPPER OR LOWER CASE LETTERS IN THE ADDRESSES!)

INTERNET: _____
Please Print Clearly

E-MAIL: _____
Please Print Clearly

CONTINUED ON REVERSE SIDE

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EQUIPMENT REQUESTS

TABLES ARE RENTABLE AT \$7.00 EACH. PLEASE INDICATE THE NUMBER AND SIZE REQUESTED:

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

CHAIRS ARE RENTABLE AT \$1.50 EACH. PLEASE INDICATE THE NUMBER NEEDED:

CHAIRS _____

2-Foot HIGH STAGING IS RENTABLE IN 4' X 8' SECTIONS AT \$30.00 PER SECTION:

NO. OF SECTIONS _____

BLEACHERS SEATING 30 PEOPLE ARE RENTABLE \$100.00 PER SECTION:

NO. OF BLEACHERS _____

FOR ADDITIONAL EQUIPMENT RENTAL INFORMATION, CONTACT DON DENMYER AT 443-834-5756 OR FAX: 410-561-5610

EMT SERVICES

EMT SERVICE AVAILABLE AT \$40.00 PER MAN HOUR. NO. OF EMTS _____

PLEASE SUBMIT A FLOOR PLAN TO THE FIRE MARSHAL'S OFFICE AND THE MARYLAND STATE FAIR OFFICE AT LEAST 30 DAYS PRIOR TO YOUR EVENT.

ON-SITE SECURITY SERVICES AT A COST OF \$23.00 PER MAN HOUR.

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

FOR ADDITIONAL SECURITY INFORMATION, CALL PATTY JOHNSON AT 717-586-0326.

ON-SITE PARKING SERVICES AT A COST OF \$18.50 PER MAN HOUR.

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

FOR ADDITIONAL PARKING INFORMATION, CALL BRUCE BENNETT AT 240-367-7948.

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

FOR TRASH ROLL-OFF SERVICES, PLEASE CONTACT GERBER'S AT 410-771-1321.

THIS FORM MUST BE MAILED (P.O. BOX 188, TIMONIUM, MD 21094), EMAILED (RRENSOR@COMCAST.NET) OR FAXED (410-561-5610) TO THE FAIR OFFICE AT LEAST 30 DAYS PRIOR TO YOUR EVENT. PLEASE DO NOT ATTEMPT TO PROVIDE THIS INFORMATION TO FAIR PERSONNEL BY TELEPHONE. COMPLETE, ACCURATE AND TIMELY INFORMATION WILL HELP US BETTER SERVE YOU!

Thank you for selecting The Maryland State Fairgrounds as your premier destination venue!