



# EVENT INFORMATION FORM

2200 York Road P.O. Box 188 Timonium, MD 21094-0188 410-252-0200  
410-561-5610  
[www.MarylandStateFair.com](http://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 \_\_\_\_\_

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DECORATING COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_

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CATERER: \_\_\_\_\_ CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_

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

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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](mailto: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: \_\_\_\_\_

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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 \$8.00 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 \$2.00 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 \_\_\_\_\_

FLOOR PLANS MUST BE SUBMITTED TO FIRE MARSHAL'S OFFICE AND MD STATE FAIR OFFICE 30 DAYS PRIOR TO EVENT.

ON-SITE SECURITY SERVICES AT A COST OF \$25.00 PER MAN HOUR. THE GROUNDS GUARD IS ALWAYS REQUIRED. BELOW IS TO REQUEST ADDITIONAL SECURITY ONLY.

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

FOR ADDITIONAL SECURITY INFORMATION/QUESTIONS, 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/QUESTIONS, 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](mailto: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!**