

2017 Summerfest Corporate Booth Reservation

**SEND THIS FORM ONLY IF YOUR BUSINESS WILL
HAVE A BOOTH AT THE EVENT**

Booth space at the event is optional, but must be reserved in advance!

Minimum sponsorship requirement is \$375 for any private or for-profit business. Reserve your 10x10 space by completing the form below and faxing it by **June 1, 2017**. If you require a space larger than 10x10, additional fees will apply and are generally assessed at \$1/additional square foot. For example, a 10x20 is an additional 100 square feet - fee is \$475

Booth requests received after this deadline date may be allotted on a space available basis and are not guaranteed street-level visibility.

The contact person you list below will receive a confirmation packet by August 1 that defines your booth location assignment and the set-up requirements of your space. **Please note:** you will be responsible for the construction of your booth. If you require a tent, please secure these services through local vendors. **Summerfest will provide one 6-foot banquet table and access to electric for vendor/sponsor provided lighting for each 10x10 space reserved.**

If you want to sit down, please provide your own chairs.

Business/Organization Name _____

Name of BOOTH Contact Person _____

Business/Organization Mailing Address _____

Home Address of BOOTH Representative _____

Day Phone # _____ Mobile Phone # _____

Fax # _____ Email: _____

1. DATES OF Booth Operation (check all that apply): ___ Friday, 8/18 ___ Saturday, 8/19

2. Will you be setting up a booth, tent, trailer or step van? ___ No ___ Yes.

If Yes, please specify equipment and space requirements: _____

Booth Size: 10x10 (\$375) ___ 20x10___ (\$475) (please check one)

Note: if your booth display exceeds a 200-sq. foot area, please contact Sue Simmons at Caroline County Recreation & Parks to review site arrangements and sponsorship levels. 410.479.8130

3. Please specify electrical needs for display if they exceed the lighting you are providing for evening booth operation (Reminder: utilities limited to 110 watts or 20 amp service only; 2 sockets)

4. Please inform us of any special needs you have during the festival set-up or operation:

***THIS FORM MUST BE ACCOMPANIED WITH A 2016
CORPORATE SPONSORSHIP PLEDGE FORM***

FAX COMPLETED FORM TO Sue Simmons AT 410-479-4194

Response Deadline June 1, 2017

OFFICE USE ONLY
Date Recv'd: _____
Booth Area: _____
Booth #: _____
Tables: _____
Special Electric: _____

Phone confirmation: _____
Date: _____
Initials: _____