

Town of Smithsburg



PO Box 462
Smithsburg, MD 21783
301.824.7234 x 25
smithsburgpride@aol.com
Tonya Meadows, Chair

Pride Days Committee

"Hometown Pride Begins With You!"

January 19, 2012

Ladies and Gentlemen:

The *Smithsburg Pride Days Committee* extends to you a warm welcome and invitation for participation in our 19th Annual Pride Days Celebration to be held

Saturday, May 19, & Sunday, May 20, 2012.

We have been hard at work to bring you a great weekend with exciting events and activities to be held throughout the town. We hope you can join us this year to make this the best Pride Days ever! Our event is currently advertised on www.marylandevents.com; www.washingtoncounty.com; www.mywaynesboro.com; www.hagerstownmagazine.com; & www.your4state.com. Please send us your information at your earliest convenience so we can get your name in/on our promotional items!

Included with this letter you will find the details you will need for participation in this event. Please review all the requirements and details to ensure you have a complete understanding of the activities in which you plan to participate, including deadlines. You may drop your items off at

Town Hall, 21 W. Water Street
OR mail them to
PO Box 462, Smithsburg, MD 21783.

If you have any questions, please do not hesitate to contact me. I look forward to working with you!

Sincerely,

Tonya A. Meadows, Chair
Smithsburg Pride Days Committee

Attachments



Vendor Participation Information

1. A \$40.00 per space entry fee is required by **April 16, 2012 (March 26 to be listed in the Program Book)**. Any requests for space after April 15 will be \$50.00. Entry for participation may not be accepted after May 1, 2011.
2. Space will be 15' W X 15' D and will be provided in Veteran's Park. No spaces are guaranteed from previous years with exception to pavilions and the areas directly surrounding the pavilions. Some electricity is available. If you need to work directly from your vehicle, it must remain within the rented space and must remain on site the entire weekend.
3. Demonstrations are encouraged! Scheduling is at your discretion. If you would like to display posters, please make arrangements with me prior to the opening of the Pride Days event.
4. Vendors are responsible for collecting any applicable Maryland Sales Tax.
5. All Sales benefit the vendors 100%.
6. Special attention will be applied to publicity for this event. You will be listed in the Program book, but may also purchase a larger advertisement space.
7. There is NO rain date for this event. All efforts will be made to continue with all or portions of the Pride Days events in the event of inclement weather.
8. Pride days Committee members will be at Veteran's Park for registration on Friday, May 18, between 5 and 8 p.m. No vendors will be permitted to set up or enter the park until the completion of registration.
9. Entry fees are non-refundable after April 16, 2012.
10. Complete the Vendor Entry Form and return it with your entry fee payable to SMITHSBURG PRIDE DAYS COMMITTEE. A confirmation and space(s) assignment will be mailed to you after May 1, 2012.



Smithsburg Pride Days 2012

Vendor Entry Form

(Due on or before April 16, 2012)

I/We wish to participate in the 19th annual Smithsburg Pride Days event to be held May 19 & 20, at Smithsburg's Veteran's Park.

Vendor Business Name: _____

Owner / Manager Name: _____

Address: _____

Phone: _____ E-mail: _____

Type of Craft/Food: _____

Number of Spaces: _____ (15' W x 15' D) space \$40 (one or both days)

Both Days Saturday Only Sunday Only

Sales Tax Number _____ (each exhibitor is responsible for collecting and reporting all Maryland Retail Sales Tax and/or applicable health Department Certification. If you do not have a number, you may apply for a temporary number at no cost by contacting the Retail Sales Tax Division at 301.791.4776. Health Department Phone Number 240.313.3400 or via e-mail www.washhealth.org)

Enclosed is my check in the amount of \$ _____ for _____ **spaces** at \$40 per space. Please make checks payable to SMITHSBURG PRIDE DAYS COMMITTEE.

Special Requests/Requirements: _____

I/We WILL NOT be able to participate in Pride Days this year, but would like to remain on your vendor list.

I/We would like to be removed from your vendor list.

Once we receive this form, you will be sent a confirmation. During the last week of June your booth location and directions for set-up will be sent to you.

Pride Days Committee	
Check # _____	Rec'd by: _____
Date: _____	

Pride Days Committee

"Hometown Pride Begins With You!"