

Dear Sir or Madam:

On behalf of the Johns Hopkins University Spring Fair 2012 staff, we would like to invite you to a wonderful opportunity to promote your organization. Located on the beautiful grounds of the Homewood campus in the heart of Baltimore, Spring Fair is an annual weekend event organized and run completely by student volunteers. For three days in the middle of spring, Johns Hopkins becomes an oasis of food, entertainment, vendors, and games, hosting approximately 30,000 area residents and students. The 2012 Fair will be held Friday, April 20th through Sunday, April 22th and be open from 12pm – 7pm on Friday, 10am – 7pm on Saturday, and 10am – 6pm on Sunday.

The success and enthusiasm of Fair is entirely dependent upon our ability to provide visitors with foods, crafts, entertainment, and information that interests them. In this spirit, we invite you to participate in the 2012 Spring Fair Community Outreach section. This year we are pleased to announce that organizations will be stationed in a location with more foot traffic. We ask that you do not offer items for sale, but we invite you to bring literature, pamphlets, and other paraphernalia to advertise your business to Spring Fair's attendees.

To be a part of Spring Fair 2012, please complete and return the enclosed application. The comprehensive entrance fee of \$100 provides you with an assigned area for all three days of Fair and one JHU parking permit. If you require a table, we can provide you with an 8' x 30" table and 2 chairs for a \$20 rental fee. Please inform us if you will need extra tables or chairs. Unfortunately no electricity can be provided. Please note that while every effort will be made to accommodate your wishes, the setup of non-profit displays and materials is subject to staff approval and may be changed at any time. Finally, we ask that you enclose any flyers or pamphlets that you wish to distribute at Spring Fair so that we can gain further insight into your specific goals and needs.

Applications must be **postmarked by March 15, 2012 and include a check or money order made out to "JHU Spring Fair" for the \$100 entrance fee and \$20 rental fee if so desired.** After this date please call our office and speak with us directly. (Anyone paying after March 15 must pay cash or money order.) If we are unable to offer you a space in this year's Fair, your entry fee will be promptly returned. Notifications will be sent out in late March. If you have any questions, please feel free to call the Community Outreach Committee at the Spring Fair office at 410-516-7692.

Thank you for your time and consideration. We look forward to hearing from you.

Sincerely,

Johns Hopkins University Spring Fair

**SPRING FAIR 2011
VENDOR APPLICATION**

Vendor Information

Name of Vendor: _____

Contact Person: _____

Address: _____

Preferred Method of Contact: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

Tax Exemption Number: _____

Booth Information

Please list below all the items, pamphlets, etc. you plan to hand out or advertise at Spring Fair. Please be **specific**.

Booth Rentals (check one):

- I will need Spring Fair to rent a booth for me. (1 8'x30" booth and 2 chairs)
- I will provide my own booth. Dimensions: _____

Possible sustainability options (recycled paper, etc.):

Other Information:

Please return your completed application to:

Spring Fair 2011
3400 North Charles Street
Mattin Center, Suite 210
Baltimore, MD 21218
Attn: Community Outreach

Or you can fax your application to (410) 516-6185.
Thank you for your application! Questions? Please call our office, (410) 516-7692.

Johns Hopkins Spring Fair 2011
3400 N. Charles St, Mattin Center Suite 210, Baltimore, MD 21218
Phone: 410-516-7692 Fax: 410-516-6185