

We are pleased to invite you to participate in the Johns Hopkins University Spring Fair 2019. Spring Fair has been a Johns Hopkins and Baltimore tradition for over 40 years. This campus-wide event, organized and run by student volunteers, brings together the Baltimore community and the University for a weekend of fun! This year, Spring Fair will be held:

- Friday April 26th, 12pm - 8pm
- Saturday April 27th, 10am - 8pm
- Sunday April 28th, 10am - 6pm

Deciding which vendors would be the best fit for Spring Fair is difficult. **This year, we will be accepting vendors on a rolling basis, so it is imperative that you submit your entire application as soon as possible.** The application form is online again this year, and can be found at <https://forms.office.com/Pages/ResponsePage.aspx?id=OPSkn-axO0eAP4b4rt8N7N6XKnLVOzZOpuijWNCw5YBUOERGVIFBVTFTOVBFWTVBQTVaUVQwV1YzTC4u>. We have many applicants each year and there is not room for everyone. This year, to secure your spot you must submit the contract (distributed in the acceptance email) and the payment two weeks after your acceptance is sent out. Otherwise, we reserve the right to rescind your acceptance. Please note this is different from previous years!

The booth fees differ by product type and application timeliness. The fee provides you with a 12x12 non-electrical space and covers all three days of fair. The fees are as follows:

- Before 2/1/2018: commercial \$250 / handmade \$195 (\$25 discount)
- Before 3/1/2019: commercial \$275 / handmade \$220
- By 3/25/2019: commercial \$300 / handmade \$245 (\$25 late fee)

Johns Hopkins University is a beautiful green campus; to keep the vegetation happy we insist that **no stakes be driven into the ground**. All tents must be ballasted or freestanding. After many years of chasing wind blown tents, we highly recommend you bring weights to keep them grounded. Although we don't offer weights, we do offer:

- 8' x 30" table and two chairs (\$25 fee)
- Electricity (limited availability) - tell us on your application and we will review your request (extra fee upon approval)
- FREE PARKING! – all vendors will have free parking for one car for all three days of fair

Remember to let us know what you need in your application. Also, please specify if you have any special needs (i.e. handicap parking).

This year, your payment must be submitted no more than two weeks after you receive your acceptance, along with the contract, to confirm your acceptance. Remember, that we only accept cash, checks, and

money orders as forms of payment. There is a no refund policy.

Details about your space at Spring Fair, as well as move-in and move-out times will be sent out after the late deadline, so please keep an eye out at the end of March for important information about Spring Fair.

As well, please be aware that **we only assist with move in and move out on the official days**. Move in will occur the Thursday and Friday prior to Spring Fair, and move out will occur the Sunday of Spring Fair. Any other move in and move out times are the vendor's responsibility. Additionally, goods may only be moved in and out on golf carts and hand carts. You may not drive on campus to unload your goods.

Feel free to contact us at (410) 516-7692 or e-mail us at springfairartscrafts@jhu.edu with any questions or comments you may have. We hope that you can join us for Johns Hopkins Spring Fair 2019!

Sincerely,

Camille Bowman, Rachel Swanstrom, and Grace Kirtland

Spring Fair Arts and Crafts Committee

Spring Fair 2019