



COMMUNITY FOUNDATION OF CHARLES COUNTY

Building Communities Within

January 20, 2012

Dear Exhibitor:

I am writing to you, on behalf of the Community Foundation of Charles County, to thank you for your interest in participating in the 6th Annual Potomac River Waterfowl Show. The event will take place on Friday, May 11 and Saturday, May 12, 2012 at the Grace Lutheran Family Life Center, La Plata, MD. The address is 1200 Charles Street, La Plata, MD 20646 – it is where Route 488 (La Plata Road) and Route 6 (Charles Street) meet.

Enclosed is an Exhibitor Application to be completed and signed by you, the artist. Please send it back by Friday, April 6, 2012 via fax at 301-885-3640 or by mailing it to the Community Foundation of Charles County, 3055 Old Washington Road, Waldorf, MD 20601. The application will confirm your space.

The artists will attend at no charge again this year. Friday evening guests of the artists will have to pay the full admission which will be \$50.00 per person. The cost includes dinner by Outback Steakhouse and beverages. Electricity will be accessible; however folks who need additional lighting should bring their own extension cords and lights. In addition, each 10x10 space will come with a table, if desired by the artist. Otherwise, each artist will be responsible for their own set-up, backdrop, hanging devices, and etc. Artist will not be allowed to hang work directly on the walls in the exhibit area. As agreed the Community Foundation will receive 25% of the art sales and will handle all ticket sales, art sales, and other miscellaneous transactions.

New for this year, we will have a LIVE AUCTION for decoys and related items. We are accepting donations and/or consigned items at anytime prior to the event. Please call the Foundation office directly for details.

The room will be available for set up on Friday, May 11, 2012 at 1:30 p.m. The event will run from Friday, 6:00 p.m. to 9 p.m. and Saturday 10 a.m. to 4 p.m. Breakdown time will be Saturday, May 12, 4 p.m. We would like the room completely set up by 5:30 p.m. If you need more time, please call the Foundation office at 301-885-0108 or send an email to gretchen.heinze@charlescommunityfoundation.org.

Please send/fax your confirmation application to the Community Foundation of Charles County's office no later than April 6, 2012. We feel lucky to have your support and thank you for your participation.

If you can't reach me at 301-934-1366 or burkeyboggs@verizon.net, you may call the Foundation office at 301-885-0108. Don't forget, in order for this event to be a success, we need your help in advertising for this event. Please make sure to include this event on your website, newsletters and forward to your mailing lists. The dress attire is business casual - no jeans.

Sincerely,

Burkey Boggs, Co-Chair
Potomac River Waterfowl Show

3055 Old Washington Road, Waldorf, Maryland, 20601
Tel. 301-885-0108 Fax: 301-885-3640
www.charlescommunityfoundation.org