



September 2, 2011

Dear Community Tables Participant:

We are delighted that you will be joining us on Sunday September 11, 2011, for the 34th annual Takoma Park Folk Festival.

Below are instructions and rules for participation. If you have questions prior to the Festival, contact Neal at nealcha@gwu.edu or 301-588-4667.

Festival Location: Takoma Park Middle School, 7611 Piney Branch Road, Takoma Park, MD. The school is one block north of East-West Highway (Route 410).

Your location: A map of the Festival grounds and directions to the Festival can be found on our Web site at www.tpff.org. Community Tables will be located all around the site. When you arrive, we will direct you to your exact location on the grounds. We have made every effort to be fair in our distribution of locations and to take into account special needs of some organizations.

Time to set up: Table set-up is **8:30 to 10:30 a.m.** on the day of the Festival. *We will not allow cars to enter the parking lot after 10:30 a.m.*, due to safety concerns as Festival visitors arrive. If you come late, your space will still be available. But you will have to unload from the edge of the Festival.

Routine for setting up: Enter the site from Grant Avenue, which is a small street off Piney Branch Road. Show your unloading/loading pass to our parking lot attendants. Your pass is attached to this e-mail as a separate attachment. You will drive towards the Community Tables registration area, near the main entrance to the school building. We will be there with your site assignment. To keep traffic congestion to a minimum, *we ask that you quickly drop off your materials at your space, park your vehicle off-site at the lot at the end of Grant Ave., and then come back to set up your table.* We will have teams of Boy Scouts to help you move your materials to your site. ***Again, you must arrive by 10:30 to be able to drive onto school grounds.***

Parking: Your unloading/loading pass entitles you to enter the Festival site for unloading and loading only. We cannot provide on-site parking for Community Tables. The lot set aside for you is at the end of Grant Ave. (turn left out of the middle school parking lot after you drop off your stuff.)

Your site: We provide a 10' x 10' foot booth space with an 8' table. You are responsible for everything else: chairs, canopy, water, supplies, etc. The Festival often falls on a hot day, and there is little or no shade in the Community Tables area. Please come prepared. We suggest that you bring drinking water, sunscreen, insect repellent, an umbrella, and a hat. We **strongly** recommend a small canopy for protection from the elements. The Festival has many wonderful food vendors, and we encourage you to patronize them, but you are welcome to bring your own food (but not to cook it).

Rain Plan: The Festival is held rain or shine. We do not have room inside the building for any Community Tables. If it rains, you may either remain outdoors or leave.

Prohibited items: The Festival is held on the site of public school, so County and State rules that govern school properties apply (e.g., Montgomery County prohibits smoking anywhere on school grounds). In addition, the Festival Committee reserves the right to disallow the display of items deemed inappropriate. Also, giveaways of inflated balloons are not allowed, as they are harmful for the environment.

Conduct: The Committee asks that individuals staffing the tables not aggressively solicit Festival attendees. Please canvass or leaflet from behind your tables, and be considerate of Festival participants, as well as your fellow community organizations.

Routine for Teardown: For safety reasons, **cars will not be allowed back onto the Festival site until 6:30 pm.** You may leave earlier, but you will not be able to bring your car onto school grounds. Please allow plenty of time for teardown, as access immediately following the Festival will probably be a bit congested.

Festival Program: The Festival Program (subject to change) is available on our web site at www.tpff.org. We encourage you to forward this URL to your organization's contacts so that they can spend the day with us, too. The program will also be in the September issue of the *Takoma Voice*.

Mailing Lists: No matter how exciting or noble your organization, please remember that our service as Community Tables Coordinators does not constitute our permission to add our address to your mailing list. **PLEASE DO NOT ADD US TO ANY PHONE, EMAIL, OR POSTAL DISTRIBUTION LIST.**

Again, thank you for participating in the Takoma Park Folk Festival. If you have difficulties during the Festival, please go to the Volunteer/Performer Check-In area and ask for either Karen or Neal. We hope your day will be productive and enjoyable.

Sincerely,
Neal Chalofsky (nealcha@gwu.edu) and Karen Elrich
Community Tables Coordinators