



September 24, 2012

Dear Christmas on the Square Participant:

The Leonardtown Volunteer Fire Department, the Leonardtown Business Association and the Commissioners of Leonardtown are sponsoring our annual *Christmas on the Square* event on Friday, November 23, 2012 from 5:00 PM until 9:00 PM. This exciting holiday event attracts over 5,000 spectators to the downtown square, and includes seasonal music, live entertainment, the arrival of Santa Claus, and lighting of the Town Christmas tree.

Attached you will find an Application for Event Space and Special Event Guidelines. The Leonardtown Business Association charges a \$45 fee per space for this event. Anyone, including non-profits, requesting electricity will be charged an additional \$25 electricity fee. As there are a limited number of spaces with electricity, these will be available on a first-come, first-serve basis. Participants should bring their own table, chairs, tent, umbrellas or other items necessary for their set up. **Fees are non-refundable**, as they are applied toward the cost of sponsoring this wonderful, community event.

Please return the enclosed Application for event Space **no later than October 19, 2012**, along with a description of the items you will be displaying, and any other applicable information. In addition, please be sure to read the "Special Events Guidelines and Agreement for Exhibitors", also attached.

Thank you for your continued interest and support of events in Leonardtown!

Maria Fleming

Maria Fleming
Christmas on the Square Committee

Dan Norris

Dan Norris
President, Leonardtown Business Association

Enclosures:

- 1) Application for Event Space
- 2) Special Event Guidelines