



**Venturing Crew 1717 Fredericksburg, Va 22406 540-752-4671 or 540-270-7914**

Thursday, December 1, 2011

Sir, Ma'am,

**The 13th Annual Hartwood Days Community and Youth Fair** will be held on the Hartwood Festival Grounds on Hartwood Road on 8 September 2012. [Venturing Crew 1717](#), an organization within the **Boy Scouts of America**, is organizing this event, and we would like for **your** organization to participate this year. This festival is open to **everyone** . . . the Greater Fredericksburg community, Northern Va, the whole east coast! Youth of **all** ages, from 1 to 99, are the focus of this event which will afford Families and Youth an opportunity to try new things, learn something and have FUN.

As is tradition, this is a **FREE to the public EVENT**. There is **no Admission fee** or required donation for attendees. Hartwood Days is similar to a fair during which there are activities, exhibits, games, music, and booths...of which we'd like YOUR organization to be one. This is a GREAT opportunity to get your business or organization out in front, in the "public eye". We hope to draw boys, girls, and their families from Northern Virginia, and all over!

We would like to offer you the opportunity to participate in the Festival as a Vendor. As a vendor you are allowed to operate '**for profit**' at the festival. If your business (home or storefront) would like to set up a booth, a 10' X 10' outdoor space is available for a non-refundable donation of \$35.00 (more than one spot can be obtained), and spots are reserved in the order that registrations are received. Registration Deadline: September 1<sup>st</sup> (\$10.00 late fee after September 1st). We plan to allow one vendor for each home business (Avon, Pampered Chef, etc.), so first come, first served in that arena.

Feel free to use whatever means you'd like, to include handouts, displays, interactive events, or activities (or all if you'd like) to provide the best experience to your audience. Of course, you would be able to decorate your area with promotional material, flyers, etc., as we know this will benefit your organization, and hopefully bring you more business or further your goals. Based on last year, we think that we could possibly expect around 3000-4000 youth and their families.

We sincerely hope that you will assist us in this endeavor to further develop our youth, provide interesting and educational information and/or fun activities, and at the same time provide a weekend of fun for all of the youth and families in attendance. For further information we can be contacted at the numbers above, at [hartwooddays@crew1717.org](mailto:hartwooddays@crew1717.org), or through the undersigned at 540-270-7914. Information is also listed on our website at <http://www.hartwooddays.org>.

A handwritten signature in blue ink, appearing to read 'Willis M. Madden Jr.'.

Willis M. Madden Jr.  
Advisor, Venturing Crew 1717  
Chair, Hartwood Days Festival Committee  
<http://www.hartwooddays.org/index.html>