

MEMORANDUM

DATE: FEBRUARY 24, 2003

TO: COUNCILWOMAN JOYCE WOODSON

THROUGH: ROSE WILLIAMS BOYD, <sup>Ra</sup>DIRECTOR, CITIZEN ASSISTANCE

FROM: SANDRA WHITMORE, <sup>SW</sup>DIRECTOR  
RECREATION, PARKS AND CULTURAL ACTIVITIES

SUBJECT: EARTH DAY CELEBRATION TABLE FEES

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This is in response to your request during oral presentations at the January 14 City Council meeting for staff to explain why table fees are charged at the Earth Day Celebration and provide a history of these charges.

An exhibitor fee (\$40) is charged to an exhibitor who is not a sponsor of the event. A sponsor of the event usually has contributed a monetary contribution or provided in-kind services. Sponsors are recognized in the written program, and their names included on the Earth Day t-shirts as an acknowledgment.

Normally the exhibitors provide their own tables. If they wish for the Earth Day Committee to provide the table, there is no charge for the use of the table. Fees have always been charged to vendors and community organizations if they did not participate as a sponsor.

Please let me know if you need additional information by calling me at (703) 838-4842.

cc: The Honorable Mayor and Members of City Council  
Rich Baier, Director, Transportation & Environmental Services