TO: John Szerlag, City Manager

FROM: John Lamerato, Assistant City Manager, Finance
Cindy Stewart, Community Affairs Director CS

SUBJECT: Troy Daze Booth Space

DATE: September 12, 2005

I was asked to provide information related to the Troy Daze Festival and the procedure for filling booth space. Each member of the Troy Daze Advisory Committee (who are appointed by City Council), have different roles related to the Festival. Cele Dilley has been the booth chairperson for the past 10 years. Mrs. Dilley advised me that she is in charge of mailing out booth applications, collecting the fees associated with booth rental as well as mapping out the tent for booth locations. She further indicated that she does not let anyone else mail or fax out applications and will not hold booth space for anyone unless she has received the completed application along with the appropriate payment.

City Departments have no role in issuing booth applications. The applications are not on the City website, unlike other event applications (photography contest, cutest toddler, Miss Troy pageant, Mr. Troy competition, Jaycees 5K race).

When our department received inquiries related to booth space, we instruct people to call Cele and leave a message on her home answering machine (she does not take personal calls at work). Mrs. Dilley also said that when she receives the messages she promptly mails out the booth applications. When the tent is full, Cele calls our department to let us know that she is taking names for a waiting list only. As applicants drop out, she will call the first person/group on her list and offer them the available space.

I have attached a copy of the 2005 Troy Daze booth applicants.

CS

VENDORS UNDER MAIN TENT

8-29-05

611	AAA MICHIGAN	INFORMATION-FREE DRAWING
408	ABUNDANT GRACE CHURCH	INFORMATION FUND RAISING
301	ACACIA PHOTOGRAPHY	DISPLAY OF PHOTOGRAPHY
302	ACACIA PHOTOGRAPHY	DISPLAY OF PHOTOGRAPHY
703	ADVANCED HEALTH CHIROPRACTIC	TRIGGER POINT MASSAGE-INFORMATION
209	AHMADIYYA MOVEMENT IN INDIA	BOOKS & INFORMATION
105	ALLIANCE MOBILE HEALTH	INFORMATION
203	AMARJEET KAPOOR	HENNA TATTOO
401	AVON PRODUCTS	SALES & DISPLAY OF AVON PRODUCTS-RAFFLE
402	AVON PRODUCTS	SALES & DISPLAY OF AVON PRODUCTS-RAFFLE
407	AVONDALE SPORTS	GOLF GAME-RAFFLE TICKET SALES
604	BDB PROPERTIES	ADVERTISING OF APARTMENTS
709	BELLA JEWELS	JEWELRY SALES FOR KIDS & TEENS
307	BIG BEAVER UNITED METHODIST CH	INFORMATION-GIVE-A-WAYS-POPCORN-GAMES
308	BIG BEAVER UNITED METHODIST CH	INFORMATION-GIVE-A-WAYS-POPCORN-GAMES
108	BLUEGREEN VACATION CLUB	INFORMATION ON VACATION CLUB
411	BODYWORK ALTERNATIVES LLC	MESSAGE THERAPY-CHAIR MASSAGE
207	BROWN CHIROPRACTIC	SPINAL HEALTH SCREENING
502	CHILDTIME LEARNING CENTER	HANDS ON CHILDREN'S ACTIVITIES
202	CHRISTINA BROOMFIELD	POLITICAL
103	CITY OF TROY	INFORMATION
104	CITY OF TROY	INFORMATION
503	CLAWSON TROY ELKS	FREE RAFFLE-INFORMATION
701	COOKIE LEE JEWELRY	JEWELRY SALES
601	CRUISE PLANNERS	INFORMATION ON CRUISES
309	DISCOVERY TOYS	SALES OF EDUCATIONAL TOYS-HOME PARTIES
310	EVERDRY WATERPROOFING	FREE FOUNDATION INSPECTIONS-INFORMATION
711	FAITH LUTHERAN CHURCH	INFORMATION
607	FIRST BAPTIST CHURCH OF TROY	INFORMATION-PASS OUT WATER
608	FIRST BAPTIST CHURCH OF TROY	INFORMATION-PASS OUT WATER
306	FIRST PRESBYTERIAN CHURCH OF TR	INFORMATION-FREE HAND OUTS
403	FUTURE PROBLEM SOLVING PROG	INFORMATION
410	GARAGE INTERIORS	DISPLAY & INFO ON GARAGE STORAGE UNITS
211	GEMPHANTOM	JEWELRY SALES
702	GIFT OF LIFE	INFORMATION
305	GREAT AMERICAN MORTGAGE CORP	INFORMATION-FREE DRAWRING
609	H&R BLOCK FINANCIAL ADVISORS	INFORMATION-GAME-RAFFLE
508	HIJAB OF TROY	ISLAMIC LADIES HEAD SCARVES
210	HIGH SOCIETY KITCHENS	INFORMATION ON REFACING CABINETS
504	JACK CHRISTENSON REALTORS	INFORMATION
705	JAFRA	HAND MASSAGE TREATMENTS-SALES
409	JORELYN'S UNIQUE JEWELRY	SALES OF JEWELRY
112	KID'S LEARNING CENTER	INFORMATION-GIVE AWAYS
506	KNIGHTS OF COLUMBUS-TROY	DART GAME
512	KNIGHTS OF COLUMBUS-TROY	50/50 RAFFLE
107	LEADERSHIP TROY	INFORMATION
109	LIFE CHRISTIAN CHURCH	INFORMATION-FREE WATER
206	MADAM VENUS PSYCHIC READER	TAROT CARD READING-HOROSCOPES-PALM REA
707	MICHGIAN REGAP	INFORMATION ON ADOPTION OF GREYHOUND'S
311	MONDRIAN PROPERTIES, LLC	DISPLAY & INFORMATION ON NEW HOMES

8-29-05

VENDORS UNDER MAIN TENT

312	NATIONAL CITY BANK	INFORMATION - GIVE-A-WAYS
404	NATIONAL WINDOW COMPANY	INFORMATION-DISPLAY
706	PAMPERED CHEF	KITCHEN TOOLS DISPLAY-FREE DRAWING
110	PREMIER DESIGN	HIGH FASHION JEWELRY SALES
205	PRIMERICA	INFORMATION
509	PROGRESSIVE CHIROPRATIC	SPINAL S(SCREENING
704	REINA FOR COUNCIL	INFORMATION-BALOONS
712	REPTILE INC.	EDUCATION ON REPTILES
605	RIDGEDALE COMMUNITY THEATRE	INFORMATION-CHILDREN'S ACTIVITY
612	RIGHT TO LIFE LIFESPAN	DISPLAY-INFORMATION
510	ST. MARK COPTIC ORTHODOX CHURCH	SALES OF JEWELRLY EGYPTIAN ARTIFACTS
204	SEVENTH DAY ADVENTIST CHURCH	INFORMATION
511	SMILE CENTERS PC	INFORMATION-HANDING OUT TOOTH BRUSHES
606	THE ALMOND HUT	SALES OF NUTS & GIFT BASKETS
304	~~STORAGE USA~~ GARAGE INTERIORS	INFORMATION-RAFFLE-GIVE-A-WAYS
303	TROY ART AKODEMIE	CHILDRENS CRAFTS-INFORMATION
101	TROY ATHENS BAND BOOSTERS	MILK BOTTLE TOSS
102	TROY ATHENS BAND BOOSTERS	HOCKEY STICK GAME
111	TROY CLAWSON REPUBLICAN FORUM	INFORMATION
405	TROY DEMOCRATIC CLUB	INFORMATION-VOTER REGISTRATION
406	TROY DEMOCRATIC CLUB	INFORMATION-VOTER REGISTRATION
708	TROY FOUNDATION FOR EDUCATION	INFORMATION
106	TROY HISTORICAL SOCIETY	INFORMATION
212	TROY NEWCOMERS CLUB	CREATIVE MEMORIES-INFORMATION
507	TROY PEOPLE CONCERNED	INFORMATION-RAFFLE TICKETS-GIVE-A-WAY
610	TROY POST OFFICE DIVERSITY COMM	INFORMATION-GIVE-A-WAYS
505	TROY VETERINARY HOSPITAL	INFORMATION-GIVE-A-WAYS
602	TROY WILDLIFE & WETLAND COALITION	INFORMATION
603	TROY WILDLIFE & WETLAND COALITION	INFORMATION
201	TUPPERWARE	SALES/INFO ON TUPPERWARE PRODUCTS
710	USBORNE BOOKS AT HOME	SELLING/PROMOTING USBORNE BOOKS
208	VEGGIES IN MOTION	INFORMATION & SALES
501	VINTAGE BALLOON	SANDY CANDY
412	ZION CHRISTIAN CHURCH	INFORMATION-GIVE-A-WAYS

Sep-12-2005 10:56am From-MAGNETTOOL INC. 248-588-5710 T-798 P.003/003 F-281

8-29-05

- 621 AAA MICHIGAN
- 409 ABUNDANT GRACE CHURCH
- 351 ACACIA PHOTOGRAPHY
- 355 ACACIA PHOTOGRAPHY
- 108 ADVANCED HEALTH CHIROPRACTIC
- 407 AINANDYA MOVEMENT IN INDIA
- 185 ALLIANCE MOBILE HEALTH
- 401 AMANJEET KAPOOR
- 401 AVON PRODUCTS
- 408 AVON PRODUCTS
- 442 AVONDALE SPORTS
- 1054 BDA PROPERTIES
- 704 BELLA JEWELS
- 347 BIG BEAVER UNITED METHODIST CH
- 308 BIG BEAVER UNITED METHODIST CH
- 188 BLUEGREEN VACATION CLUB
- 111 BODYWORK ALTERNATIVE LLC
- 387 BROWN CHIROPRACTIC
- 303 CHILDTIME LEARNING CENTER
- 336 CHRISTINA BROOMFIELD
- 83 CITY OF TROY
- 181 CITY OF TROY
- 163 CLAWSON TROY ELKS
- 701 COOKIE LEE JEWELRY
- 601 CRUISE PLANNERS
- 389 DISCOVERY TOYS
- 110 EVERDRY WATERPROOFING
- 711 FAITH LUTHERAN CHURCH
- 602 FIRST BAPTIST CHURCH OF TROY
- 602 FIRST BAPTIST CHURCH OF TROY
- 346 FIRST PRESBYTERIAN CHURCH OF TR
- 403 FUTURE PROBLEM SOLVING PROG
- 410 GARAGE INTERIORS
- 211 GEMPHANTOM
- 703 GIFT OF LIFE
- 348 GREAT AMERICAN MORTGAGE CORP
- 609 H&R BLOCK FINANCIAL ADVISORS
- 408 HIAS OF TROY
- 310 HIGH SOCIETY KITCHENS
- 309 HOLY CHRISTENSON REALTORS
- 705 JAFRA
- 409 JOREYNO UNIQUE JEWELRY
- 118 KIDS LEARNING CENTER
- 306 KNIGHTS OF COLUMBUS-TROY
- 212 KNIGHTS OF COLUMBUS-TROY
- 107 LEADERSHIP TROY
- 107 LIFE CHRISTIAN CHURCH
- 206 MADAM VENUS PSYCHIC READER
- 107 MASHOOM RECAP
- 312 MONOHAN PROPERTIES, LLC
- 312 NATIONAL CITY BANK
- 308 NATIONAL WINDOW COMPANY
- 108 PAMPERED CHEF
- 110 PHYSIOLOGYON
- 184 PRIMERICA
- 304 PROGRESSIVE CHIROPRATIC
- 204 REINA FOR COUNCIL
- 213 REPTILE INC.
- 605 RIVERDALE COMMUNITY THEATRE
- 606 RIGHT TO LIFE UP REPAIR
- 310 ST MARK COPTIC ORTHODOX CHURCH
- 204 SEVENTH DAY ADVENTIST CHURCH
- 311 SMILE CENTERS PC
- 606 THE ALMOND HUT
- 604 THE HOMEMAKER GARAGE INTERIORS
- 303 TROY ART ACADEMY
- 101 TROY ATHENS BAND BOOSTERS
- 102 TROY ATHENS BAND BOOSTERS
- 102 TROY CLAWSON REPUBLICAN FORUM
- 405 TROY DEMOCRATIC CLUB
- 406 TROY DEMOCRATIC CLUB
- 102 TROY FOUNDATION FOR EDUCATION
- 106 TROY HISTORICAL SOCIETY
- 206 TROY NOVICOMEDIUS CLUB
- 507 TROY PEOPLE CONCERNED
- 502 TROY POST OFFICE DIVERSITY DONNA
- 508 TROY VETERINARY HOSPITAL
- 608 TROY WILDLIFE & WETLAND COALITION
- 603 TROY WILDLIFE & WETLAND COALITION
- 401 TUPPERWARE
- 710 USBORNE BOOKS AT HOME
- 208 VEGGIES SENSION
- 501 VINTAGE BALLOON
- 112 VIDA WEDDING CENTER

SAND COURT/FOOD BOOTHS

101 ATHENS BAND BOOSTERS	107 LEADERSHIP TROY
102 ATHENS BAND BOOSTERS	108 BLUE-GREEN VACATION CLUB
103 CITY OF TROY	109 LIFE CHRISTIAN CHURCH
104 CITY OF TROY	110 PREMIER DESIGN
105 ALLIANCE MOBILE HEALTH	111 TROY CLAWSON REPUBLICAN FORUM
106 TROY HISTORICAL SOCIETY	112 VIDA WEDDING CENTER

201 TUPPERWARE	207 BROWN CHIROPRACTIC
202 CRISTINA BROOMFIELD	208 VEGGIES IN MOTION
203 AMANJEET KAPOOR	209 MEGAPHONE
204 7TH DAY ADVENTIST	210 HIGH SOCIETY KITCHENS
205 REINA FOR COUNCIL	211 GEMPHANTOM
206 MADAM VENUS	212 TROY VOLUNTEERS

301 ACACIA PHOTO	307 BIG BEAVER UNITED METH. CHURCH
302 ACACIA PHOTO	308 BIG BEAVER UNITED METH. CHURCH
303 TROY ART ACADEMY	309 DISCOVERY TOYS
304 GARAGE INTER.	310 EVERDRY WATERPROOFING
305 GREAT AMER. MORTGAGE	311 NATIONAL WIND. CO.
306 FIRST PRESBYTERIAN CHURCH	312 NATIONAL CITY BANK

401 AVON PRODUCTS	407 AVONDALE SPORTS
402 AVON PRODUCTS	408 AVONDALE GRACE CHURCH
403 FUTURE PROBLEM SOLVING PROGRAM	409 TROY HIGH UNIQUE JEWELRY
404 NATIONAL WINDOW CO.	410 GARAGE INT.
405 TROY DEMOCRATIC CLUB	411 BODYWORK ALTERNATIVES
406 TROY DEMOCRATIC CLUB	412 ZION CHRISTIAN CHURCH

501 VINTAGE BALLOON	507 TROY PEOPLE CONCERNED
502 CHILDTIME LEARNING CENTER	508 HOMB OF TROY
503 CLAWSON TROY ELKS	509 [illegible]
504 JACK CHRISTENSON REALTORS	510 ST. MARK COPTIC ORTHO CHURCH
505 TROY VETERINARY HOSPITAL	511 SAILS CANVAS
506 TROY KIPC	512 TROY KIPC

601 CRUISE PLANNERS	607 FIRST BAPTIST CH OF TROY
602 TROY WILD LIFE	608 FIRST BAPTIST CH OF TROY
603 TROY WILD LIFE	609 H&R BLOCK
604 BDB	610 TROY POST OFFICE
605 RIVERDALE PLAYERS	611 AAA
606 THE ALMOND HUT	612 RIGHT TO LIFE-LIFE-SPAN

701 COOKIE LEE	707 MICH REGAP
702 GIFT OF LIFE	708 TROY PUBLIC ED ETC.
703 ADVANCED HOLISTIC CHIRO. PRACTIC	709 BELLA JEWELS
704 REINA FOR COUNCIL	710 USBORNE BOOKS
705 JAFRA	711 FAITH LUTHERAN CHURCH
706 PANDORA'S CHEC	712 REPTILE INC.