



OAKLAND MILLS FALL FESTIVAL

Saturday, October 7, 2017

11:00 am to 4:00 pm

Oakland Mills Village Center

5851 Robert Oliver Place, Columbia



**RAIN OR SHINE.
FREE!**



- * Live Entertainment
 - * Children's Crafts
 - * Festival Food
 - * Craft Vendors
 - * Community Info
 - * Health Screenings
- ...and much more!



For more information or to
be a vendor, please contact
410-730-4610 or
events@oaklandmills.org.
oaklandmills.org



Sponsored by Oakland Mills Community Association.



Oakland Mills Community Association

The Other Barn • 5851 Robert Oliver Place • Columbia, MD 21045
410-730-4610 • oaklandmills.org

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Dear Friends,

The Oakland Mills Community Association will host it's annual "**Oakland Mills Fall Festival**" on **Saturday, October 7, 2017, 11:00 a.m. – 4:00 p.m.** in the Oakland Mills Village Center, 5851 Robert Oliver Place, Columbia, MD. This event will be held rain or shine, as our indoor facility can also accommodate this event.

We are currently seeking interested individuals, organizations, and craft persons to participate. We also welcome participation by social service organizations, school groups, community groups, food establishments, and food trucks.

The festival will draw crowds from in and around Howard County, specifically Columbia neighborhoods and villages. Highlights of the festival include handmade crafts, live music and entertainment, food, and children's activities.

Promotion of this event extends throughout Columbia, Baltimore and surrounding areas by way of local newspaper ads, social media networks, community calendars, and our organization's website, oaklandmills.org.

If you or your organization would like to participate in the Oakland Mills Cultural Arts Festival, please read and complete the enclosed materials. Please submit the **Participation Form & Contract Sheet** along with all **applicable fees** (please refer to the enclosed rate sheet) by Friday, September 22, 2017. Final confirmation and details will be sent to you via email one week prior to the festival.

Please contact Brigitta Warren, Oakland Mills Event Coordinator, at 410-730-4610 or events@oaklandmills.org if you have questions.

We look forward to hearing from you and hope you can be a part of OM's festive event!

Sincerely,

The Oakland Mills Board of Directors and Staff

The Village of Oakland Mills is located in Columbia, Maryland. The village center (festival site) is located on Steven's Forest and Thunder Hill Road with easy access to I- 95 and routes 29, 32, 100 and 175.



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OAKLAND MILLS FALL FESTIVAL

General Information

1. The Festival will be held on **Saturday, October 7, 2017 from 11:00 a.m. to 4:00 p.m.** at the Oakland Mills Village Center. In the event of inclement weather, the festival will be held inside The Other Barn (adjacent to the center).
2. **INCLEMENT WEATHER – INDOOR FESTIVAL ARRANGEMENTS** Since our indoor space is limited, we will provide space based on the order in which we receive completed contracts and fees. In addition, the type of services provided by each participant will be considered when deciding on availability of indoor space. Most of the available space will be located on the second floor of The Other Barn. All participants will be personally responsible for transporting their own display items up the stairs, **without** the assistance of a cargo elevator. **If you do not wish to participate in the festival if moved indoors, please indicate so on the participation form.** Call OMCA the day prior to or day of festival (410-730-4610) if weather conditions are questionable to find out if the festival will be held indoors.
3. The participant will receive an email once their application and payment has been received confirming his/her participation in the Festival.
4. Any booth or activity, which differs from that described on the Participation Form, may result in forfeiture of space.
5. The Oakland Mills Community Association (OMCA) is the sole determiner of booth placement.
6. The OMCA reserves the right to refuse space, limit products or activities to prevent duplication.
7. Set up and take down are the responsibility of the participants.
8. Participants should make their space as attractive as possible. Tables should be covered. Signs indicating the activity being offered must be readily visible.
9. The vendor agrees to comply with any and all laws and regulations of the Federal, State and Local Government including but not limited to any permits, licenses and inspections which may be applicable to the leased premises. Participants are responsible for securing their own proper licenses and permits and for paying the appropriate fees and taxes.
10. If you will be using a tent or canopy, the tent or canopy will need to be **weighted down with 10 lb. sandbags** on all sides along with being **NFPA 701 compliant**. Per the Howard County Fire Marshall, ***“The tent or canopy shall have a label affixed or an on-site certification stating that the tent complies with NFPA 701, California State Fire Marshal, or other testing standard approved by the Office of the Fire Marshall. The on-site certification must identify the make and model of the tent along with the certifying testing agency.”***
11. The OMCA provides **NO** equipment (NO TABLES or CHAIRS, OR ELECTRICITY, etc.) to participants.
12. Vehicles will not be allowed on the Festival premises between the hours of 10:30 a.m. and 4:00 p.m. Please arrive before that time to set up.
13. Vendors **MUST** keep their booth set-up for the duration of the festival. Vendors' products/information may only be sold/distributed within confines of booth.
14. Approximately **1 week** before the Festival, participants will receive **via email** final confirmation information. Set up and breakdown details will also be sent.

The Participation Form and Contract Sheet and all applicable fees must be received by Oakland Mills by Friday, September 22, 2017.



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CONTRACT

Whereas the **Oakland Mills Community Association, Inc.** (*hereafter referred to as OMCA*) is sponsoring the Oakland Mills Fall Festival on October 7, 2017 and WHEREAS _____ (*Participant*)
(*legal name of organization/business/individual*)

desires to obtain space at the festival, they each agree as follows:

1. **Participant** agrees to pay the sum of \$ _____ per space (*see rate sheet for applicable rates*) in consideration for which **OMCA** will provide a 10' wide space at the festival site. The specific location of participant's space will be decided by the **OMCA** festival committee.
2. **Participant will provide their own table and chairs. Because of possible space constraints, OMCA must be advised of the use of canopies. All canopies must be secured with sandbags (10lbs. or over) or they will be removed.** If using a tent or canopy, the tent must be NFPA 701 compliant. Per the Howard County Fire Marshall, ***"The tent or canopy shall have a label affixed or an on-site certification stating that the tent complies with NFPA 701, California State Fire Marshal, or other testing standard approved by the Office of the Fire Marshal. The on-site certification must identify the make and model of the tent along with the certifying testing agency."*** Failure to comply may result in the removal of tent or canopy.
3. **Participant** will provide a covered display table to fit 10-foot wide space. No enclosed display area will be permitted.
4. **Participant** agrees to comply with any and all laws and regulations of the Federal, State and Local Government including but not limited to any permits, licenses and inspections which may be applicable to the leased premises.
5. **Participants** are responsible for securing their own proper licenses and permits and for paying the appropriate fees and taxes.
6. **Participant** agrees to keep display and sales area open and staffed from **11:00 a.m. to 4:00 p.m.** on the day of the festival, and to remove all displays/debris promptly when the festival closes. Participants will not be allowed to bring vehicles onto the festival premises between 10:30 a.m. and 4:00 p.m. **No solicitation allowed outside the perimeter of the booth.**
7. **OMCA** reserves the right to refuse space or to specify products to prevent duplication of activities. **OMCA** reserves the right to refuse space if it deems that display content is inappropriate or not in keeping with the theme of the festival.
8. **Participant** agrees to hold harmless and indemnify **OMCA, Columbia Association and Cedar Shopping Centers, Inc.** their agents, servants and employees from and for any and all claims for personal injury, property damage, or death arising out of the **Participant's** use of the premises or out of the operation of the **Participant**.
9. Festival will be held rain or shine. If weather conditions cause the festival to be moved indoors to The Other Barn, then space will be available based on vendor category in the order in which completed participation forms and fees are received. (See General Information sheet for specifics).
10. SHOULD ACTIVITY NOT BE AS DESCRIBED HEREIN, **OMCA WILL DENY SPACE TO THE PARTICIPANT AT THE FESTIVAL. FEES ARE NOT REFUNDABLE.**

Participant's Name(s) (Please Print)

Participant's Signature(s)

PLEASE REMEMBER TO COMPLETE THE PARTICIPATION FORM

OAKLAND MILLS FESTIVAL 2017 PARTICIPATION FORM

Organization/Business: _____

Contact Person: _____ Tax ID: (if applicable) _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email _____

Please provide legible current contact information. We will communicate via email unless otherwise specified.

Detailed Description of Participation (including website or Facebook page link address):

Please indicate below if you **do not wish to participate if festival is held indoors**. (See General Information for specifics).

I **do not wish to participate** if the festival is held indoors due to inclement weather.

Detailed Description of Vendor Booth:

Table size: (not to exceed 10' x 10') _____ *Will you be bringing a tent or canopy? _____

Anything else?

***All canopies must be secured with sandbags (10 lbs. or over). Unsecured canopies will be removed.**

****All canopies/tents must be in compliance with NFPA 701 (Please see attached).**

Special Needs:

REFER TO 2016 RATE SHEET TO COMPLETE THIS SECTION

Reserve _____ 10' wide space(s) at \$ _____ per space Total Space Fee \$ _____

TOTAL FEES \$ _____

Make checks payable to: **Oakland Mills Community Association**

Return this completed form with payment to:

Oakland Mills Community Association

5851 Robert Oliver Place, Columbia, MD 21045

Contact: Brigitta Warren, Events Coordinator at 410-730-4610 or events@oaklandmills.org.

PLEASE COMPLETE CONTRACT

2017 FESTIVAL RATE SHEET

All rates are based on a 10' wide space unless otherwise indicated.

Participants will need to provide display table not to exceed 10' x 10'.

» **NON-PROFIT ORGANIZATIONS.....FEE: \$25.00**

Must provide Federal Tax-exempt ID number on participation form

Please fill out and return the Participation Form & Contract Sheet.

» **POLITICAL ORGANIZATIONS.....FEE: \$30.00**

Please fill out and return the Participation Form & Contract Sheet.

» **CRAFTSPERSON (Handmade items, no re-sales).....FEE: \$35.00**

Please fill out and return the Participation Form & Contract Sheet.

» **COMMERCIAL VENDORS.....FEE: \$60.00**

Please fill out and return the Participation Form & Contract Sheet.

All fees must be paid in full with the **Participation Form & Contract Sheet**. Checks made payable to **Oakland Mills Community Association**. Fees are non-refundable once participation contract is accepted. There will be a \$30.00 charge for returned checks.

Return all forms to:
Oakland Mills Community Association
5851 Robert Oliver Place, Columbia, MD 21045

Please contact the village office at 410-730-4610 if you have questions or need additional information or via email at events@oaklandmills.org.