

# Oakland Mills Cultural Arts Festival



**Saturday,  
October 9, 2010  
11 a.m. - 4 p.m.**

**Oakland Mills Village Center  
5851 Robert Oliver Place  
Columbia, MD 21045**

**CONTACT: 410-730-4610  
omcaadmin@columbiavillages.org  
www.oaklandmills.org**



Sponsored By  
Oakland Mills  
Community  
Association

**RAIN OR SHINE**

**Live Music**

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**Children's  
Performers &  
Crafts**

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**Pumpkin  
Decorating**

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**Festival Food**

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**Health  
Screenings**

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**Vendors**

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**...Much, Much More!**



## Oakland Mills Community Association

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The Other Barn ~ 5851 Robert Oliver Place ~ Columbia, MD 21045  
410-730-4610 or 301-596-5237 phone ~ 410-730-4620 fax  
omca@columbiavillages.org ~ <http://oaklandmills.org>

July 9, 2010

Dear Friends,

The Oakland Mills Community Association will host it's annual **"Oakland Mills Cultural Arts Festival"** on **Saturday, October 9, 2010, 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, craft persons, entertainers, and food vendors to participate. We also welcome participation by social service organizations, school groups, food establishments and cultural clubs.**

The festival will draw crowds from in and around Howard County, specifically Columbia neighborhoods and villages. Highlights of the festival include hand made 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, [www.oaklandmills.org](http://www.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 24, 2010. Final confirmation and details will be sent to you one week prior to the festival.

Please contact Nadia Herron, Oakland Mills Event Coordinator, at 410-730-4610 or [omcaadmin@columbiavillages.org](mailto:omcaadmin@columbiavillages.org) if you have questions.

We look forward to hearing from you. Help us share the Arts with our community!

Sincerely,

*The Oakland Mills Board of Directors and Staff*

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*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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### CONTRACT

Whereas the **Oakland Mills Community Association, Inc.** (*hereafter referred to as OMCA*) is sponsoring the Oakland Mills Cultural Arts Festival on October 9, 2010 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. **Participant will provide their own table and chairs. Because of possible space constraints, OMCA must be advised of the use of canopies.**
2. **Participant** will pay directly to the appropriate government bodies all amusement, entertainment, sales or other taxes required. **Participant** must secure beer/wine/liquor licenses as required for the event. **Participant** will display original certificate on site during event. For liquor license information and applications, call 410-313-2008.
3. **Participant** selling food and drink items must secure a food permit from Howard County Health Department, provide a copy of such permit to **OMCA** in advance of the festival and display original permit on site during festival and shall comply with all safety rules. For food permit information and applications, call Howard County Health Dept. at 410-313-1772.
4. **Participant** will provide a covered display table to fit 10-foot wide space. No enclosed display area will be permitted.
5. **Participant** will provide all necessary cooking equipment, including utensils and appliances. Participants who provide food must provide ground tarp to cover entire booth area. All cooking equipment and appliances shall comply with all existing safety rules. Participant will supply suitable fire extinguishers to comply with all health regulations.
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 Signature(s)

\_\_\_\_\_  
Participant's Name(s) (Please Print)

**\*PLEASE REMEMBER TO COMPLETE THE INFO ON BACK OF PAGE\***

## OAKLAND MILLS FESTIVAL 2010 PARTICIPATION FORM

Organization/Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Tax ID (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email \_\_\_\_\_

*Please provide the BEST way to contact you in case of any unforeseen adjustments to the festival.*

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### **Detailed Description of Participation:**

(e.g. entertainment/merchandise/craft/food selections/services offered, etc.)

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.

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### **Detailed Description of Vendor Booth:**

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

Anything else?

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**Special Needs:** (e.g. electrical outlet *for food and/or beverage vendor only*)

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### **REFER TO 2010 RATE SHEET TO COMPLETE THIS SECTION**

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

TOTAL FEES \$ \_\_\_\_\_

**Return this completed form with payment to:**

Oakland Mills Community Association  
5851 Robert Oliver Place, Columbia, MD 21045

**Contact:** Nadia Herron, Events Coordinator at 410-730-4610 or omcaadmin@columbiavillages.org.

**\*PLEASE REMEMBER TO COMPLETE CONTRACT ON BACK OF PAGE\***



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### OAKLAND MILLS CULTURAL ARTS FESTIVAL

OCTOBER 9, 2010

#### General Information

1. The Festival will be held on Saturday, October 9, 2010 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 BLUE 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. Your cancelled check indicates your Participation Form and Contract have been accepted. Once these forms have been accepted, no fees will be refunded.
4. There is a \$30.00 charge for all returned checks.
5. Any booth or activity, which differs from that described on the Participation Form, may result in forfeiture of space.
6. The Oakland Mills Community Association (OMCA) is the sole determiner of booth placement.
7. The OMCA reserves the right to refuse space, limit products or activities to prevent duplication.
8. Set up and take down are the responsibility of the participants.
9. Participants should make their space as attractive as possible. Tables should be covered. Signs indicating the activity being offered must be readily visible.
10. The OMCA provides **NO** equipment to participants.
11. Participants are responsible for securing their own proper licenses and permits and for paying the appropriate fees and taxes.
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. Approximately 1 week before the Festival, participants will receive 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 24, 2010.**

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## 2010 FESTIVAL RATE SHEET

**All rates are based on a 10' wide space unless otherwise indicated.  
Participants will need to provide display table not exceed 10' x 10'.**

» **NON-PROFIT ORGANIZATIONS.....FEE: \$20.00**

*Must provide Federal Tax-exempt ID number on participation form*

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

» **POLITICAL ORGANIZATIONS.....FEE: \$25.00**

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

» **CRAFTSPERSON (Handmade items, no re-sales)**

**FEE FOR SPACE.....\$30.00**

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

» **COMMERCIAL VENDORS**

**FEE FOR SPACE.....\$50.00**

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

» **FOOD VENDORS**

**FEE FOR SPACE.....\$50.00**

*Indicate if electricity is needed for Food and Beverage ONLY.*

Please fill out and return the **Blue** 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**

**\*\*Any vendor selling or distributing food or beverages of any kind must obtain a temporary license from the Health Dept. 410-313-1772.**

Please contact the village office at 410-730-4610 if you have questions or need additional information or via email at [omcaadmin@columbiavillages.org](mailto:omcaadmin@columbiavillages.org)