

Vendor Confirmation KarmaFest Oregon Ridge UNITY May 13 and 14th

Hi KarmaFest Vendor!

Thank you again for signing up to be a vendor at the big show: KarmaFest “U N I T Y” taking place at Oregon Ridge Park (just north of Baltimore) on May 13<sup>th</sup> and 14<sup>th</sup>, 2017. We could not do KarmaFest without you and I’m so grateful for all of you. Below is SOME information for the event and more will surely follow, though this should get you started:

**The festival runs from 10am – 8pm on Saturday and 10am to 7pm on Sunday.** We don’t expect you to last until 8pm on Saturday; if you are indoors you can leave at 7pm. If you are outdoors or in pavilion and can cover up and walk your valuables out you can also leave at 7. You need to pull a vehicle around you must wait until 8pm on Saturday and do so quickly as we need to be out of the park promptly this year. We also remind you cannot bring your car to your area within the festival grounds, for breakdown, or for any reason, for that matter, while the festival is running (it is “against the law) so on Saturday, you may wish to do a “partial breakdown” by taking any valuables with you when you leave, or placing them under your tables. After the festival is over on Saturday, the “grounds” will be locked and semi-secured, but no one is allowed to stay there as security (which I always do at other shows but I’m not permitted at this venue). That being said, we have never had any theft problems at KarmaFest, so do know your things should be relatively safe (though I cannot guarantee anything, so use your best judgment of what to take and what to leave). Most vendors leave their tents and canopies and tables up Saturday night and, again, do a “partial breakdown” at that time. **YOU SHOULD PLAN TO STAY UNTIL AT LEAST 7PM ON SATURDAY AND 6PM ON SUNDAY. YOU CANNOT DRIVE INTO THE FESTIVAL GROUNDS UNTIL THE FESTIVAL IS OVER (8PM ON SATURDAY AND 7PM ON SUNDAY). YOU MUST LEAVE THE FESTIVAL GROUNDS BY 8:00PM ON SUNDAY SO START YOUR PROCESS IN TIME FOR THAT GOAL.**

Electricity is available at all places (indoor, outdoor, pavilions) **BUT you need to bring your own extension cord and let me know, via email, that you are someone who requests electricity.** I personally feel we should be more natural at KarmaFest and I discourage anyone using computers at their stations and fyi – any PROMOS coming from a computer at your station is highly discouraged. Also, we will have an ATM on site so that helps when it comes to taking payments and please don’t ask for electricity if your only reason is to charge your phone: you can find another place for that. **Also BIG NOTE: FOOD VENDORS are required to use a generator and not electricity; NEW RULE FROM THE VENUE ~ FYI ~ AND SORRY FOR ANY INCONVENIENCE.**

Again, electricity IS AN OPTION but I would like you to first ask yourself – is it really worth all the effort to have electricity at my booth or can I survive without it? The festival this year, unlike years past, ends at before or close to dark so being lit during the nighttime hours is not an issue for this show. The pavilions will be lit and so will much of the grounds. If you decide you still need electricity, please let me know.

This is an outdoor festival and has a festival vibe so think “festival” and not conference/convention. We do not have any piping or draping for indoor space. Instead, we have a natural friendly festival flow and all vendors tend to get visited by each participant regardless of their location (depending on weather). That being said, we highly discourage aggressive salespeople. We will be monitoring that. Be kind and loving and open to all the beautiful KarmaFest participants who can’t wait to see what you have to share and things will go smoothly.

**SET UP IS ON FRIDAY EVENING FROM 3PM – 11PM AND SATURDAY MORNING FROM 7AM – 9AM. YOU MUST BE IN YOUR SPACE AND READY TO GO BY 9AM ON THE SATURDAY MORNING OF THE FESTIVAL. FOR FRIDAY NIGHT’S SET UP I ASK FOR VENDORS TO ARRIVE IN THIS ORDER:**

***FRIDAY STARTING AT 3PM: INDOOR VENDORS ONLY***

***FRIDAY STARTING AT 4PM: OUTDOOR VENDORS CAN ARRIVE***

***FRIDAY STARTING AT 5PM: PAVILION VENDORS CAN ARRIVE***

**YOU WILL NEED TO BE PRESENT BY 8PM ON FRIDAY ~ IF YOU CAN’T GET THERE BY 9PM YOU MUST WAIT UNTIL SATURDAY TO SET UP.**

Above are times when you can come in to work on your space. A few things to keep in mind is that we too will be making the space ready for KarmaFest so we pray you are patient with us in this regard, especially if you come in for early set-up on Friday evening.

**Saturday Set-Up is the same time for all types of spaces (INDOOR, OUTDOOR OR PAVILION): 7AM – 9AM. You must be checked in by 9am on Saturday Morning.**

A space will be assigned to you whether you are in the pavilions, indoors or outside. We are relatively flexible in this regard as compared to other shows, but do know you will have an assigned space. That being said, “first come” do get served a bit better than last arrivals in that we would have more time to make any necessary adjustments regarding your assigned space. However, again, you do have assigned spots and they will be presented to you upon arrival. **When you arrive you simply give us the name of the person who registered you (not the name of your business) and what type of spot you are registered for. Your choices are INDOOR, OUTDOOR or PAVILION.** If you are unsure what space you are registered for, please see your first vendor confirmation email. That should tell you.

**Most INDOOR and PAVILION spots are 10x10 or 8x10 and some of the best spots don’t fit these dimensions at all, so let’s think out of the box and be ready for a great show regardless of these fixed dimension ideas. I’ve been doing this for years, and will try to get the best space for you and what you do, but of course EVERYONE cannot have “the corner spot;” that is not the way life works.**

**IMPORTANT: If you do not check in by 9am at Oregon Ridge on Saturday May 13th, you will not be permitted to set up at all.** We cannot have cars and trucks in and out of the area after the festival begins for safety reasons so do get to Oregon Ridge in a timely manner. This

has been a problem in the past and will not be tolerated this year. Festival participants are typically lined up at the door by 9am and it looks REALLY BAD for the festival when vendors arrive after the participants. Similarly, on Sunday, you are expected to be at your tables by 9am. **Do not be late for it looks bad for the festival, in general, and for the late vendors, in particular. ALL VEHICLES NEED TO BE MOVED OUT FROM THE FESTIVAL GROUNDS BEFORE THE FESTIVAL BEGINS: THE VERY LATEST FOR THAT IS 9:30AM. SO PLAN ACCORDINGLY.**

Each vendor space gets a maximum of **FOUR People** at their spot (including you) and any additional people will need to pay for a ticket. We do not use badges so if you want to wear a badge you can bring one from home. Your extra helpers should simply be instructed to state that they are a vendor, when entering, and give **YOUR NAME** (the person who registered you; not the name of the business). We suggest they should communicate with you as to where to go from there; the front gate cannot take time from checking in participants to find vendor spots for your helpers, so good communication between you and them, via text, is the way to go from there.

Regarding “where to stay,” for out of town vendors, do know there is **NO CAMPING at Oregon Ridge Park**, unfortunately, so basically KarmaFest is a “day festival.” However, we are sending people to two places for overnight accommodations for out of town guests and for vendors. The first is **Holiday Inn Express** at Hunt Valley that has a discount KarmaFest rate of 85 a night. Their number is **(410) 527-1500**. Just let them know you are coming in for KarmaFest and remind them of the \$89 KarmaFest Rate. They are a little dense there so stick to your guns: \$89 KarmaFest Rate in the KARMAFEST BLOCK OF ROOMS: BLOCK CODE “KFG;” GROUP NAME “KARMAFEST GROUP.” If you want to upgrade to a nicer hotel, you may wish to explore The Hunt Valley Inn (a Wyndham Grand Hotel) 1-410-785-7000. If you want more of a discount, there are other, less expensive hotels in the area. Just “Google it” and you will find them. The other option, which we’ve done over the past two years, **is a private campground** 19 minutes from the KarmaFest Venue. **THEY KNOW ABOUT KARMAFEST AND WOULD LOVE TO ACCOMMODATE YOU WITH TENT OR CAMPERS.** Please contact them NOW so you get a space (THEY SAID THEY WILL BE SELLING OUT EARLY DUE TO ANOTHER EVENT ON THEIR CAMPGROUNDS); they have a two night minimum: Merry Meadows Recreation Farm 1523 Freeland Rd. Freeland, Md. 21053 1-800-643-7056 <http://www.merrymeadows.com/>

Also, I have KarmaFest materials ready for those who want the cards/flyers to use at their tables for other spring events or in their places of employment. If you live in the areas of Harford County, Baltimore County or Baltimore City (and you will REALLY use them) the materials will be couriered to you. Please email me back with your full name and address if you want these materials. 10,000 Cards and 200 posters are already being placed in the Baltimore area. But of course, tell all your friends and your clients about the upcoming KarmaFest for it is greatly appreciated. I would love to send you the KarmaFest poster via email for that.

Also, when it comes to advertising, FACEBOOK is a great source to spread the word. Our “main” invite is the following: <https://www.facebook.com/events/1234408073334145/>. **Please say you are “joining” (not just “interested”) and introduce yourself and what you do!** Also, do “friend me” on FB under Patricia Hawse KarmaFest (if you FB search “KarmaFest” this

should be the first to come up). Finally, there is a general KarmaFest Page you can join which is <https://www.facebook.com/KarmaFest>. There is also a page for the event: <https://www.facebook.com/karmafest2017/>. Another great avenue to tell what you'll be doing at the big show.

Also, Vendors are responsible for table cloths (covering their tables and creating displays). Since we are a festival and not a convention, we do not use back drops or dividers for indoor spaces, so please keep in mind that type of decorating would need to come from you. If you are an INDOOR SPACE WITH TABLES AND CHAIRS PROVIDED, your table will most likely be an 8 foot table. If you are an INDOOR SPACE using your own table/chairs, do know we have an excess of chairs if you need them.

Also, **IF YOU ARE IN THE PAVILION**, please be aware that you are in an open air pavilion with cement under foot and a roof over head with open sides (like a very large picnic table pavilion found at parks for that is what these are). You can use the picnic tables that are available as part of your set-up: these are very large picnic tables (8 feet – maybe more) with the benches attached. You can also bring your own tables to use in place of the large picnic table and/or in conjunction with it. So please let me know the answer to the following question:

I HAVE REGISTERED FOR A PAVILION AND I . . . .

WOULD LIKE TO USE THE PICNIC TABLE PROVIDED \_\_\_\_\_

I WOULD NOT LIKE TO USE THE PICNIC TABLE PROVIDED \_\_\_\_\_

**If you run into issue during set-up dates, please TEXT me at 410-446-2569.** I will not be available to answer the phone during the melee, so text is all I can do to help you.

BEST ADDRESS FOR OREGON RIDGE PARK:  
OREGON RIDGE PARK (not the “Nature Center”)  
13401 Beaver Dam Road  
Cockeysville, MD 21030

KarmaFest is a RAIN OR SHINE event and there are absolutely no refunds.