



March 2011

Friends of Oak Park:

The 38th *A Day in Our Village* Festival is scheduled for Sunday, June 5, 2011, from 11 a.m. to 6 p.m. *A Day in Our Village* was initiated as a celebration of diversity in our Village! This goal continues as we strive to provide a unique festival wherein all residents may learn more about civic, cultural, business, religious and other organizations located in the Village of Oak Park.

Only Oak Park-based organizations are eligible to participate in this open sharing of community spirit. The two sites of Scoville Park and Rehm Park along with open houses throughout the Village, will be filled with a myriad of attractions, lively entertainment, activity booths and local restaurants.

Whether this is your first or 38th *Day*, we challenge you to be creative in presenting your organization or business to fellow Oak Parkers. In fact, booth locations will be based on how creative and engaging your booth is, and the order in which the applications are received.

Guidelines and regulations are attached to help you in your planning. Remember that there are no limitations on creativity and imagination! The *A Day in Our Village* festival committee is continuing to honor three organizations in three special DAVY Award categories: Most Fun, Most Creative and Most Engaging/Interactive.

Your participation fee/donation of \$38 must accompany this application. Additional contributions are welcomed to help off-set festival production costs. Please make checks payable to: *A Day in Our Village - Village of Oak Park*.

The application deadline is Thurs., May 5, 2011. Booths will be assigned as applications are received, so your prompt response is important.

We hope you'll be participating in this celebration of Oak Park's diversity and community sharing!

Sincerely,

Michael Stewart  
2011 Festival Chairperson

Enclosures: Participant Guidelines and Application  
Additional information can be found online at [www.oak-park.us](http://www.oak-park.us).

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## Day in Our Village Activity Booth Guidelines

The Village of Oak Park  
Community Relations Department  
123 Madison St.  
Oak Park, IL 60302

708.358.5407  
708.358.5421 fax  
community@oak-park.us  
www.oak-park.us

Thank you for participating in *A Day in Our Village*. This community-wide event is coordinated by our dedicated volunteers. In order for this event to continue smoothly, we ask you to please read and cooperate with the following guidelines.

- Civic or cultural organizations and businesses must be based in Oak Park in order to be eligible for participation in *A Day in Our Village*.
- All participants must provide their own equipment (tables, chairs, signs, etc.) and must ensure the site is left in an orderly condition. Generators will not be allowed in the park. Please call a vendor now, if you need to reserve a tent or chairs. Groups are solely responsible for any business arrangements made with these vendors. Tents that require stakes are not allowed, per Park District of Oak Park regulations.
- Your group must provide the proper staffing needed for the set-up and tear down of your booth. Our volunteers are here to make this unloading as smooth and fast as possible, but that is the extent of what they can do.
- *A Day in Our Village* begins at 11 a.m. Booth set-up starts no earlier than 9:30 a.m. We reserve the right to reassign any group site who does not check in by 10:30 a.m.
- A confirmation letter and site map authorizing your group's participation will be sent by e-mail in late May.
- All Village Commissions and departments are required to submit an application.
- Fund-raising, political campaigning or selling items is not allowed by any participating group.
- All final decisions about booth locations are at the discretion of the *A Day in Our Village* festival committee. On the day of the event, due to unforeseeable circumstances, your booth may be relocated. This does not happen often, but we ask for your cooperation and patience should this occur.
- Participants are liable for any damage or injury done to property or persons.
- *A Day in Our Village* is held rain or shine. Bring whatever you might need to keep dry should it rain or to provide shade on a sunny day.
- Displays or signs for your group are only limited to your designated site within the park.
- No musical groups are allowed to perform without prior approval of the festival committee. Sounds from your activity booth should not disturb neighboring booths.
- Vehicles are NOT permitted inside the park. Please use the designated southbound drop-off lane on Oak Park Avenue, north of Lake Street. Please bring helpers to tote your equipment and gear from this drop-off spot, while you go find parking nearby. This same loading zone is also the designated spot to use during take down at the end of the day.
- Participation fees and donations are non-refundable.
- Remember that this event is coordinated by volunteers.
- There is a one booth limit. Booth size is approximately 10' x 10'. No electricity will be available.
- Plan to interact & converse with residents. Your booth location will be determined in part by application return date & type of activity.
- Please remember that this is a park, so sites may have a slight grade or incline on the ground.
- Please keep a copy of this for your handy reference! Please print this page and communicate these guidelines within your group.

For more information contact Volunteer Committee Activities Chair Ellen Plourde at 773.627.4231 or e- mail [\*\*ellenplourde@gmail.com\*\*](mailto:ellenplourde@gmail.com).



## Activity Booth Application A Day in Our Village

The Village of Oak Park  
Community Relations Department  
123 Madison St.  
Oak Park, IL 60302

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### CONTACT INFORMATION

Organization/Group/Business Name

Contact Person

Organization/Group/Business Street Address

ZIP Code

Daytime Phone Number

Evening Phone Number

E-mail Address

Web site (if available)

*I have read and agree to the Guidelines set forth in the A Day in Our Village Activity Booth Guidelines.*

Signature

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### OPEN HOUSE

If your place of business is hosting an Open House instead of purchasing a booth space at Scoville Park, please complete the following information.

Address of Business/Open House

Describe Open House Activity

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### BOOTH DETAILS

Describe Booth Activity

Describe any food, beverage or other give away (If giving away food or beverage, all Oak Park Health Department guidelines apply. You will be contacted by the Oak Park Department of Public Health for further details)

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### PAYMENT

Cost is \$38 per booth, with a one booth limit. Booth size is approximately 10' x 10'. Booth location will be determined in part by application return date and type of activity. Make checks payable to: *A Day in Our Village - Village of Oak Park.*

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Amount Enclosed

Check Number

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### APPLICATION DEADLINE & RETURN

Application deadline is Thurs., May 5, 2011. Return this application along with booth fee to:

Ellen Plourde  
614 N. Taylor  
Oak Park, IL 60302

**Any applications that are not directly submitted to the activities chairperson may be rejected.**