



Festival Hours of Operation: October 19, 2018, 11:00am – 11:00pm & October 20, 2018, 9:00am – 11:00pm

## NON-PROFIT VENDOR RULES & REGULATIONS

**It is important that you read and please initial each bullet and return a completed copy with each application. Incomplete forms will be returned and may delay acceptance of vendor space. VENDORS ARE ACCEPTED ON A FIRST PAID BASIS!**

- **Deadline:** The deadline for all vendor applications is October 1, 2018. **ANY** application received into our office past this date is subject to a non-refundable \$25 late fee. This also applies to any application that is received into our office that is considered incomplete. Please note that even though there is an October 1 deadline it is **IMPORTANT** that you **DO NOT** wait until the LAST minute to turn in your application, vendor space IS **LIMITED**, particularly food vendors, and will be filled quickly. **You may call and give us your information, in the event that a vendor drops out for any reason the next vendor on our list will be called provided that we do not have a vendor selling the same types of items.**
- **Vendor Fees:** There will be no reduced costs for any reason. **Payment upon application is required. Application WILL NOT be accepted without full payment and deposits. This applies to returning & local vendors. Space is not 100% guaranteed until full payment & cleaning deposit are received. Absolutely, under no circumstance will any food vendor space, local or non-local, be held without full payment.** The location of this Festival is outdoors and is weather permitting. There are no refunds for rainy or unusual weather conditions. Please enclose the appropriate amounts due as listed on this form.
- **Application:** Every applicant must sign and return the attached application (along with payment and a copy of Vendors Certificate of Liability Insurance, if applicable). All forms must be fully completed, signed and submitted.
- **Refund Policy:** The Poteau Balloon Fest is a rain or shine event. In the event of an unforeseen circumstance should arise causing a vendor to cancel his or her booth space at the festival, the PBF will refund vendor fees to the vendor within two (2) weeks after the date of the festival in **the following amounts:**
  - **Cash/Check Payments: 100% refund** if the vendor cancels **within 48 hours of registering** for the festival and the cancellation also occurs **prior to July 15, 2018.**
  - **Credit Card Payments: 95% refund** if the vendor cancels **within 48 hours of registering** for the festival and the cancellation also occurs **prior to July 15, 2018.**
  - **90% of all fees: Prior to August 1, 2018.**
  - **50% of all fees: Prior to October 1, 2018.**
  - **NO FEES WILL BE REFUNDED AFTER OCTOBER 1, 2018. ABSOLUTELY NO EXCEPTIONS.**
- **Venue:** This event will be held on the LeFlore County Fair Grounds located at 5015 S. Broadway, Poteau, Oklahoma 74953. The main area of this event is an OUTSIDE event however; **limited indoor vendor spaces are available on a first come, first paid basis.**
- **Festival Hours:** Thursday, October 18, 2018 – The Carnival will be open from 6pm – 10pm. Vendors are allowed to open on Thursday, but are not required. Friday, October 19, 2018 – Gates open at 11am and close at 11pm. Saturday, October 20, 2018 – Gates open at 9am and close at 11pm.
- **Booth Operation Hours:** **Vendors may choose their own hours of operation.** The festival hours are clearly posted on this form. **Overnight grounds security is provided, after festival hours, however, we will not be responsible for any items in your booth.** As a vendor, you may elect to open or close your booth space whenever you feel necessary. However, if you choose to open or close your booth other than festival hours, please have respect for the vendors next to you. Please also note that you will not be allowed to pull any vehicles into the festival area to load your equipment prior to the close of the festival on Saturday evening 11:00pm or without prior permission from the Vendor Coordinator.
- **Set-Up Information:** Vendors may arrive to check in and set up beginning Thursday, October 18, 2018 between the hours of 8:00am and 8:00pm and on Friday, October 19, 2018 between the hours of 7:00am and 10:00am and Saturday, October 20, 2018 between the hours of 6:00am and 8:00am. **Booths must be open and ready by gate opening times. Gates will open Friday at 11am and Saturday at 9am! ABSOLUTELY NO VENDORS, HELPERS, ETC. will be allowed to drive vehicles into Festival area up to two (2) hours prior to opening times on all dates. THERE WILL BE NO EXCEPTIONS!!!**
- **Tear down Information:** Tear down times for vendors will be the close of the festival on Saturday, October 20, 2018. Trash only containers will be provided. The utmost care should be exercised in disposal of oil or the like to avoid spillage or other damage to the site. All vendors are required to clean their area completely. Please see the paragraph below entitled "Cleaning Deposit" for more information.
- **Cleaning Deposit:** A refundable Cleaning/Security Deposit of \$75 for non-food/drink vendors will be required in the form of a check with application. Checks will be held, but not cashed. **Participants are responsible for keeping their area and displays neat and clean during show hours, including clean up at the conclusion of the show.** All exhibitors/vendors are required to leave their spaces clean and undamaged. The Cleaning/Security deposit held will be returned at the close of the festival if the booth is left in an acceptable manner as determined by Festival organizers. Deposit checks will be mailed back to the vendor within 2 weeks of the close of the festival. **Deposits paid with a credit card will incur a 5% fee.**
- **Space Tie-Down:** All exhibitors/vendors MUST secure their area against weather. Stakes can be utilized for tie-down purposes. You will NOT be permitted to tie to a neighboring vendor. Exhibitors/vendors will be responsible for any damage caused by their items to other exhibitors' merchandise and/or to the public.
- **Booth Spaces:** Food & Drink vendors need to specify the size of the space needed for their space on the form below. Please be sure to include all supply trucks. **Limited indoor & outdoor spaces are available on a First Paid basis. PBF Vendor Coordinator will predetermine booth locations. The Vendor Coordinator will try to accommodate special request for space locations; however, requests are NOT guaranteed. PBF VENDOR COORDINATOR RESERVES THE RIGHT TO REFUSE SPACE TO ANY VENDOR.** If available, Please submit 1 to 2 photos of your booth/trailer set up with application; these photos will be used in determining the best possible space location for your booth.
- **Amenities:** Electricity & water is provided for all food vendors automatically. A limited number of electrical outlets are available for other vendors on a first paid basis. If you need electricity, you will need to complete the applicable part of the Vendor Form. **If you do not fully complete the application, electricity WILL NOT BE GUARANTEED.** Also, there are no guarantees on electricity for any vendors other than food vendors. Water hook ups are limited but are available. Quiet pre-approved generators are permitted. Exhibitors must provide their own heavy-duty, 3-wire type extension cords (no 2-wire cords are permitted) and water hoses. **The recommended minimum length is 200 feet.** There is no additional charge for electricity or water. **Tables & Chairs: Each vendor should provide their own table & seating.** The LeFlore County Fair Grounds has a limited number of tables & chairs available upon request but they are **NOT** guaranteed.
- **Exhibits:** Exhibits should be in keeping with the overall family-oriented theme and all items displayed must be for sale. The PBF strives to maintain a large variety of products in all areas and does not wish to overload any one category. Vendors selling the same types of product will be limited to the following: No more than 3 types of non-food vendors selling the same product will be allowed. No more than 2 types of food vendors selling the same type of food will be allowed. Subject to the terms, Vendor will only be allowed to sell items approved and specified on application. No additional items may be added or substituted without specific permission from the Event Director, Event Coordinator, and/or Vendor Coordinator. Vendor will not be permitted to use excessively loud music or amplified

announcements during operation at the Festival, without prior approval. Event Staff shall have the determination and the absolute discretion as to whether or not any music used by Vendor is excessively loud or inappropriate. Relocating/extending assigned space is prohibited without consent of Festival organizers.

- **Vendor Sales:** Vendors are responsible for their own sale. Food Vendors: Menu items should be simple to prepare, attractive and easily served on a small plate or easily carried.
- **Exclusives:** The contracted carnival has the exclusive rights to sell cotton candy, popcorn, snow cones, caramel apples, funnel cakes & corn dogs. The Poteau Chamber will have exclusive rights to sell balloon fest t-shirts and other balloon fest memorabilia. As such, no other vendor is allowed to sell these items.
- **Supplies & Equipment:** Each vendor will supply its own food and service supplies (plates, bowls, knives, forks, spoons, wet naps, etc.) and provide adequate food preparation and sales staff. Vendors will also provide their own tables, tents and staff seating in addition to any equipment necessary to load/unload, transport product or equipment necessary to operate their space. Vendors are responsible for their own property. **Vendors are also responsible for providing their own change. We will not act as a "bank" to vendors. Ice will be available for purchase at the Rodeo Concession for all vendors.**
- **Signs:** Location, content and size of all vendor signs shall be limited to vendor booth space. Vendors selling product should include on their signage that sales tax is included in the price of the item. Signs should be legible and easily read.
- **Taxes/Licenses: All vendors are responsible for collecting and reporting Oklahoma Sales Tax.** Vendors who have a valid Oklahoma Sales Tax Permit are asked to submit a copy of their permit with the completed application. **EVERY VENDOR IS REQUIRED TO COMPLETE THE SALES TAX FORM.** The Leflore County Fair Grounds is located inside of Poteau City Limits; therefore, the appropriate sales tax amount is 9.5% which includes 3% city sales tax, 2% for county sales tax and 4.5% for state sales tax. Vendors WHO DO NOT have a valid Oklahoma Sales Tax Permit are REQUIRED to complete the vendor sales tax report and return it along with payment due, payable (in the form of a check or money order) to the Oklahoma Tax Commission at the end of the festival to the Poteau Chamber of Commerce. The Poteau Chamber will have a booth located near the main gate and inside the AES Building. The Poteau Balloon Fest & The Poteau Chamber is required by law to submit a list of ALL vendors who do or do not have a valid Oklahoma Sales Tax Permit that includes vendor name, address, telephone number and sales tax permit number to the Oklahoma Tax Commission.
- **Gate Admission:** Included in your vendor packet will be (2) vendor badges; these must be worn at all times. Additional vendor badges are available for \$5. Gate admission armbands are available for \$5. **Everyone working in your booth must have a Vendor Badge.** Ages 4 and under are free. If more than two badges are needed, they can be ordered on the form below. **DO NOT SHARE BADGES OR ARMBANDS!** If anyone in your booth is caught without a badge, you will be asked to purchase one at the gate for \$5. **SHARING BADGES OR ARMBANDS WILL NOT BE TOLERATED!! If anyone in your booth is caught sharing badges or armbands, it could result in immediate removal of your workers and closure of your space!!**
- **Parking and Traffic:** Each vendor will receive a minimum of (1) one parking pass and a maximum of (2) two parking passes in their Vendor Packet. Additional passes beyond the maximum of (2) will be available for \$5 each. **Parking and traffic is not permitted in any show area after 10:00am on Friday, and after 8:00am on Saturday.** Vehicles must be moved to vendor parking lots immediately following unloading of merchandise and/or above the specified times. **TRAFFIC IS NOT PERMITTED IN THE SHOW AREA UNLESS AUTHORIZED BY FESTIVAL STAFF OR LAW ENFORCEMENT DUE TO PEDESTRIAN TRAFFIC. ACCESS TO THE SHOW AREA MAY BE DELAYED UNTIL AFTER 9PM. PEDESTRIAN SAFETY MUST BE OUR FIRST PRIORITY.** Close access is provided to areas for unloading/loading and must be planned around specified hours. It is highly recommended that all exhibitors break down and pack up times before bringing vehicles into the show area at the conclusion of the event. **Unauthorized vehicles remaining in the show area or non-designated parking areas during Festival hours WILL BE TOWED AT THE OWNER'S RISK AND EXPENSE.** Vendor parking will be located in the South Lot, accessible from the Old Wister Highway. Please be aware that this is approximately ¼ mile from the Vendor area. If loading/unloading is necessary during Festival hours, participants must transport by hand or self-provided dolly.
- **Gators, Small Utility Vehicles & Golf Carts: Absolutely no vendors or unauthorized personnel will be allowed to utilize gators, golf carts or small utility vehicles of any kind during festival hours. Pedestrian safety is of utmost importance and this rule will be followed**
- **Motor Homes, R.V.s, & Camping:** Unfortunately, our facility is not set up to supply water & electricity to mobile homes, rv's or campsites. We will not provide electricity or water, or campsites to vendors. We have several hotels, motels, RV & mobile home parks and campsites in the area that we will be happy to give you names and numbers for.
- **Vendor Packets:** Vendor packets and information will be mailed out via priority mail 2 weeks prior to the event. Local vendors may pick up their packets 1 week prior to the event. Lost or stolen packets will be replaced; **however**, vendor will be responsible for re-purchasing badges and armbands that are included in the packet. It is your responsibility to keep up with your packet and information. Included in the vendor packet will be: Vendor Badges, armbands (If ordered), Parking Passes, Facility Map, Schedule of Events, Directions, Oklahoma Tax Commission Form and a city map.
- **Other Information:** Vendor agrees to comply with all applicable state, city, county and federal laws and regulations to the operation of its business in the booth. City ordinances prohibit the overnight camping on the premises. No alcoholic beverages are allowed to be sold or consumed on the premises. We reserve the right to deny any vendor.

#### **Applicant Checklist**

- ☐ Completed Application (Pages 1- 3 initialed in highlighted areas, Pages 4 - 5 completed.)
- ☐ Vendor Application Fee
- ☐ Deposit Fee
- ☐ Photos of Booth Space
- ☐ Copy of Certificate of Insurance (If applicable)

**MAKE ALL CHECKS PAYABLE TO POTEAU BALLOON FEST**

**MAIL COMPLETED APPLICATION AND PAYMENTS TO:**

**POTEAU BALLOON FEST, C/O POTEAU CHAMBER OF COMMERCE**

**Attn: Vendor Coordinator**

**501 S. BROADWAY, POTEAU, OK 74953**

FOR QUESTIONS OR MORE INFORMATION, PLEASE CALL 918-647-9178, ASK FOR Karen (email: [admin@poteauchamber.com](mailto:admin@poteauchamber.com))

YOU MAY GET LODGING INFORMATION & BALLOON FEST INFORMATION ON OUR WEBSITE AT [WWW.POTEAUCHAMBER.COM](http://WWW.POTEAUCHAMBER.COM)

FIND US ON FACEBOOK AT [WWW.FACEBOOK.COM/POTEAUOKBALLOONFEST](http://WWW.FACEBOOK.COM/POTEAUOKBALLOONFEST)

# PLEASE PRINT & COMPLETE ALL APPLICABLE AREAS

## NON-PROFIT & MEMBERS VENDOR APPLICATION

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

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address (print clearly) \_\_\_\_\_

Phone: Cell (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

☐ I have a current Oklahoma Sales Tax Permit. Permit # \_\_\_\_\_

☐ I do not have a current Oklahoma Sales Tax Permit.

☐ Company Pays Sales Tax

## NON – PROFIT & MEMBERS VENDOR FEES & DEPOSITS

<input type="checkbox"/> Non-profit/Chamber Member	\$40.00 per 10' x 10'	Qty 10' x 10' _____	= \$ _____
<input type="checkbox"/> Refundable Cleaning Deposit	\$40.00	Please Issue a Separate Check or Money Order	= \$ _____ 40.00
<input type="checkbox"/> Additional Parking Passes	\$5.00 each (2 included)	Additional Qty Needed: _____	= \$ _____
<input type="checkbox"/> Additional Vendor Badges	\$5.00 each (2 included)	Additional Qty Needed: _____	= \$ _____
<input type="checkbox"/> Gate Admission Armbands	\$5.00 each (for children or other guests)	Additional Qty Needed: _____	= \$ _____
<b>TOTAL AMOUNT DUE</b>			<b>= \$ _____</b>

I would like to have a space ☐ Inside ☐ Outside (If you do not select which area you prefer, you will be placed by the Vendor Coordinator and will not be able to move your designated area.)

**FOOD VENDORS PLEASE SPECIFY THE TOTAL SIZE NEEDED FOR YOUR VENDOR SPACE: LENGTH = \_\_\_\_\_' x WIDTH = \_\_\_\_\_'**

Please add any other descriptions or notes not included above: i.e. supply trucks,





\_\_\_\_\_. Please remember to include any photos of your vendor trailer, tent and booth area.

## ELECTRICITY & WATER (Failure to complete fully will result in your space not having ANY electricity)

**ELECTRICITY:** It is important that you complete this area, if you do not complete all applicable fields, electricity may not be available for your booth! ☐ I DO NOT NEED ELECTRICITY ☐ I NEED ELECTRICITY FOR THE FOLLOWING: Please list all Electrical Items & the quantity of each:

Voltage: \_\_\_\_\_ Watts: \_\_\_\_\_ Amps: \_\_\_\_\_

Below are pictures of our electrical outlets circle or mark the type of outlet that you need and the quantity needed. You will need to adjust your vendor plugs accordingly to fit our outlets.

			
# of Outlets Needed: _____	# of Outlets Needed: _____	# of Outlets Needed: _____	# of Outlets Needed: _____

**WATER:** You are responsible for providing your own water hoses, buckets, etc. Some vendor spaces may require several hoses.

☐ I DO NOT NEED Water ☐ I NEED Water FOR THE FOLLOWING: \_\_\_\_\_

**ITEMS SOLD (EVERY VENDOR MUST COMPLETE THIS – YOUR APPLICATION WILL BE REJECTED IF NOT COMPLETED)**

The contracted carnival has the exclusive rights to sell cotton candy, popcorn, snow cones, caramel apples, funnel cakes & corn dogs; no other vendor is allowed to sell these items or anything resembling these items.

Please list all items sold! Please specify items such as jewelry, purses, wood crafts, etc. (i.e., hand crafted, costume, benches, plaques). Failure to list any item may result in disqualification of vendor space or eligibility to sell item. You may attach additional sheets if needed.

For Food Vendors, Please include the price of your item. This is for our use only. We will not publish pricing information.


**PAYMENT INFORMATION**

I have enclosed payment in the form of:

Vendor Fee Amount: \_\_\_\_\_ Check or Money Order # \_\_\_\_\_

Deposit Fee: \_\_\_\_\_ Check or Money Order # \_\_\_\_\_

**Make all checks payable to POTEAU BALLOON FEST**

**NO ADMITTANCE WILL BE MADE TO ANY VENDOR THAT DOES NOT HAVE A BADGE OR PARKING PASS AT ENTRANCE... NO EXCEPTIONS.**

☐ Visa ☐ MasterCard ☐ Discover

Name on Card: \_\_\_\_\_ Card #: \_\_\_\_\_

Expiration Date (MM/YY): \_\_\_\_/\_\_\_\_ Credit Card Billing Zip Code \_\_\_\_\_ CVV: \_\_\_\_\_

**DO NOT ENCLOSE CASH PAYMENTS, THESE MUST BE PAID IN PERSON**

**As a participant in the 2018 Poteau Balloon Fest, I have read and initialed all conditions set forth for the participation in the Poteau Balloon Fest and agree to abide by the same.**

**Indemnification:** The Poteau Balloon Fest Council, The Poteau Chamber of Commerce, The City of Poteau, The LeFlore County Fair Board or LeFlore County will not be liable for any losses or damages sustained by Vendors as a result of the rights granted to Vendor under this Agreement of Vendor's operations at the Poteau Balloon Fest. Vendor, as part of the consideration, hereof, does hereby indemnify and hold harmless The Poteau Balloon Fest Council, The Poteau Chamber of Commerce, The City of Poteau, The LeFlore County Fair Board and LeFlore County, its officers, employees, representatives, volunteers from any and all claims for damages or injuries (including death) of any nature and kind, suffered or asserted to have been suffered by any person or property of any person growing out of or resulting from or in any way connected to Vendor's operations at the Poteau Balloon Fest.

**Authorized Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**UPON RECEIPT OF VENDOR APPLICATION IN OUR OFFICE, YOU WILL RECEIVE A LETTER WITHIN 7 – 14 BUSINESS DAYS FROM THE EVENT COORDINATOR STATING WHETHER OR NOT YOUR APPLICATION HAS BEEN ACCEPTED.**

**Armband and Passes will be issued to each vendor. If credentials cannot be presented at time of entry re-purchase is required at the gate. ☐ Agreed (Please check box)**