



August 25 9AM – 7PM and August 26 9AM – 4PM

Kiefer City Park, Kiefer Oklahoma

[LetItBeFestival@gmail.com](mailto:LetItBeFestival@gmail.com)

4103 South 193rd East Avenue #156 Broken Arrow, Oklahoma 74014

## VENDOR APPLICATION

(Please read carefully and completely)

**Contact Name (s):** \_\_\_\_\_

**Vender Partner Name:** \_\_\_\_\_

**Name of Business/Organization:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_ **City, State. Zip:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Phone (Home/Cell/Business):** \_\_\_\_\_

**Alt Phone:** \_\_\_\_\_

**Description of Products/Services to be sold/distributed** \_\_\_\_\_

(Please describe all merchandise or services you will be providing. We reserve the right to refuse any questionable or inappropriate items. Keep in mind, this is an all age's event. If you need more space you can continue on another piece of paper and attach.)

### 2018 LIB Vendor Fee Schedule:

Early Bird Discount (payment must be received by July 1<sup>st</sup> 2018) -- **\$25**

Standard Fee (payment received between July 2<sup>nd</sup> and August 14<sup>th</sup>) -- **\$30**

Late Registration (payment between Augusts 15 and August 20<sup>st</sup>) -- **\$50**

Food vendor's or Food Trucks \$100 or may make the decision to donate a portion of their proceeds.

- **EACH** Booth space is 1 (one) 10' X 10' space. (excluding food vendors)
- Payment may be made by cash, check, MO, credit card or PayPal ([LetItBeFestival@gmail.com](mailto:LetItBeFestival@gmail.com))
- No refunds of vendor fees in the event of cancelation due to forces beyond our control, such as weather.
- Limit 2 (two) exhibitors/vendors per space. (List name of second person above)
- NO registrations after August 20<sup>th</sup>, NO exceptions.
- Please make payment when submitting application. Spot is not reserved until payment is received.

### Vendor Fees

- Merchandise and/or Services: (see fee schedule above)

▪ # of spaces needed \_\_\_\_\_ and \$ \_\_\_\_\_ each = Total due: \$ \_\_\_\_\_

- Informational, instructional and other charities: (**NO** merchandise or service sales. If you are selling anything, you must get a vendor booth.)

# of spaces needed at \$15 each \_\_\_\_\_ = Total due \$ \_\_\_\_\_

NOTES or Requests: \_\_\_\_\_

### Vendor Procedures and Responsibilities:

- Exhibitors/Vendors are encouraged to do a minimal amount of volunteering, at least to hand out flyers at other events or posting on social media.
- Exhibitors/vendors are responsible for providing their own tents, tables, chairs and any equipment to display/sell their products.
- **ANYONE** using any type of materials that are caustic, hazardous, or flammable shall have them plainly labeled as well as maintain them in a safe container.
- ALL exhibitors/vendors shall conduct themselves in a professional manner while in attendance or doing business for *Let It Be Festival LLC*.
- Children are the responsibility of the exhibitor/vendor and must be attended by the caregiver at all times. We do not have day care facilities.
- Animals will be allowed, but must be leashed, and the responsibility of the owner to clean up after them AND keep them hydrated.
- Exhibitors/vendors are expected to keep their immediate areas clean of debris and picked up after tear down.
- If selling consumable products, such as herbs or food, Vendor is responsible for any necessary permits from the city health department prior to the event. (Copy must be submitted with application)
- As the Vendor, you are responsible for any sales tax that may incur.
- **Policies:**
  - \*No vendor will have exclusivity. Other competing vendors' products and services may be allowed. We will attempt to space vendors apart with identical products or services, unless requested to do otherwise. Let It Be Festival reserves the right to limit the number of vendors, and vendors selling similar merchandise.
- *Let It Be Festival* nor any of its committee members or subsidiaries shall be held responsible for theft or injuries during the event.

### Set Up and Tear Down

Set up will be available beginning Friday August 24<sup>th</sup> after 3PM. **ALL** vehicles will be expected to be out of the aisles and field **no later** than 8:30AM Saturday or Sunday. This will be *strictly enforced*.

Tear down must be completed by 9PM Sunday. **NO** vehicles will be allowed on the field before 4PM Sunday.

**I have read and understand all of the instructions listed and will abide by the rules and regulations stipulated in this agreement from Let It Be Festival, as well as rules and regulations of Kiefer City Parks Department, Kiefer and /or Creek County. I certify all information contained in this application to be true and accurate.**

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title or Stage name

\_\_\_\_\_  
Date

#### For Let It Be Festival Use ONLY:

Total fees received: \$ \_\_\_\_\_ Date \_\_\_\_\_ Method of Payment \_\_\_\_\_ Received by (Initials) \_\_\_\_\_