

# 2018 STILLWATER BALLOON FESTIVAL

FRIDAY OCTOBER 19, 2018 – 5:00pm-10:00pm

SATURDAY OCTOBER 20, 2018 – 7:00am-10:00pm

## VENDOR APPLICATION

Application Deadline: October 1, 2018

PLEASE CHECK YOUR VENDOR TYPE:

- FOOD VENDOR**  
 **NON-FOOD VENDOR**  
 **POLITICAL/OTHER**



### Specific Guidelines for All Vendors:

1. Vendor Fees will cover both Friday, Oct. 19 and Saturday, Oct. 20, 2018. Vendor Fees are:  
**Food Vendors - \$225      Non-Food Vendors - \$100      Political - \$150**
2. Vendor Booth Space at the Stillwater Balloon Festival are some of the largest size at 20' x 20' areas.
3. Tents, awnings, weights, tent, banners, tables, chairs and electric cords must be provided by Vendor.
4. 120-volt electrical service provided. Will you need Electric?  **Yes**  **No**
5. No generators allowed.
6. No Pets allowed, except for Service Animals with paperwork.
7. No vendor will sell any of the following items: Hot Chocolate, Cocoa, Coffee, Bottled Water, Hot Air Balloon Merchandise, CD's, or Apparel of any kind without prior approval from Festival Committee. You will forfeit your booth space and asked to leave by Staff if found in violation of rule.
8. Vendors will set up at an assigned area at the main festival site.  
**Set up times are from 1pm – 5pm on Thursday, October 18 and also 11am-4pm on Friday, October 19. Set-up will not be permitted prior to this time. Gates open at 4:20pm on Friday, and 7:00am on Saturday. Vendors must be set up ready for Festival Attendees by 4:00pm Friday, and by 7:00am on Saturday.**
9. Oklahoma Sales Tax permit required to be furnished with application.
10. Application should explain product line and include pictures that will be representative of the type of products, goods or services to be sold or promoted.
11. Notification will be given to selected applicants by **10/4/2018**.
12. Please mail completed application and appropriate payment for \$100-\$225 (payable to: 2018 Stillwater Balloon Festival. Mail to: 2018 Stillwater Balloon Festival, P.O. Box 1311, Stillwater, OK 74076. Vendor Application deadline is October 1, 2018. You will be notified upon decision.
13. Any Vendor that submits a Vendor Application and is approved but does NOT show up for the Festival or cancels, will forfeit the Vendor Fees and will NOT be allowed to become a Vendor at the 2019 and 2020 Stillwater Balloon Festivals.
14. If not selected, registration fee will be refunded after **10/4/2018**.
15. Approved vendors will receive TWO 2-day festival passes, along with ONE Parking Pass.

Contact Us with questions at [stillwaterballoonfest@gmail.com](mailto:stillwaterballoonfest@gmail.com)

# VENDOR APPLICATION - PAGE 2

## CONTACT INFORMATION

VENDOR NAME (COMPANY/ORGANIZATION/PERSON) \_\_\_\_\_

CONTACT PERSON OPERATING VENDOR BOOTH \_\_\_\_\_

MOBILE / MAIN PHONE \_\_\_\_\_ EMERGENCY PHONE \_\_\_\_\_

VENDOR ADDRESS/CITY/STATE/ZIP \_\_\_\_\_

VENDOR EMAIL ADDRESS \_\_\_\_\_

DESCRIPTION OF PRODUCT(S) OR SERVICE(S) SOLD, GIVEN AWAY, PROVIDED OR PROMOTED:

---

---

---

### ALL VENDORS MUST ATTACH OR INCLUDE THE FOLLOWING:

1. COPY OF OKLAHOMA SALES TAX PERMIT.
2. FOOD VENDORS MUST PROVIDE MENU OF ITEMS PLANNED TO BE SOLD.
3. FOOD VENDORS PROVIDE NECESSARY FOOD HANDLING PERMITS.
4. PAYMENT FOR APPROPRIATE VENDOR FEE.

---

- FOR OFFICE USE ONLY -

VENDOR STATUS \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED

APPLICATION REVIEWED BY \_\_\_\_\_ DATE \_\_\_\_\_  
Festival Committee Representative

VENDOR BOOTH LOCATION \_\_\_\_\_