

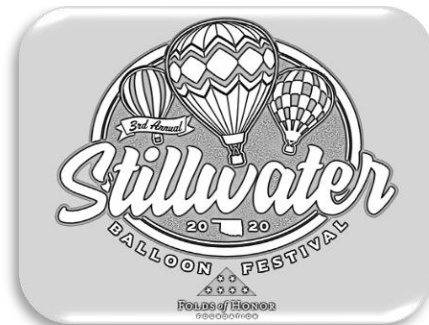
2020 Stillwater Balloon Festival & Oklahoma TACO Fiesta!

APRIL 3-4, 2020

Gates Open: Friday 4:00pm - 10:00pm & Saturday 10:00am - 10:00pm*

Payne County Expo Center - Stillwater, Oklahoma

* DATE(S) AND TIME(S) ARE SUBJECT TO CHANGE.



VENDOR APPLICATION

PLEASE CHECK YOUR VENDOR TYPE:

FOOD VENDOR

NON-FOOD VENDOR

POLITICAL / OTHER

Specific Guidelines for All Vendors:

GENERAL

1. Vendor Fees are only \$100, made payable prior to deadline of March 15, 2020. No Refund Policy.
2. Vendor booth space size at the Festival are 10' x 10'. Please notify if you need more or less space.
3. Tents, awnings, weights, banners, portable gas generators, tables, chairs and electric cords provided by Vendor.
4. Generators are allowed for use, with a working fire extinguisher, however, electric is provided.
5. Vendors are assigned to a specific area at the main festival site, notified upon approval of location.
6. Vendors must be set up ready for Festival Attendees by 10:00am on both event days.
7. Set up times are from 1:00pm-4:00pm on Friday, and 6:00am-10:00am on Saturday.

APPROVAL & PAYMENT

8. Vendor forfeits booth space and asked to leave by Staff if found in violation of any rules.
9. Notification will be given to selected applicants on or by March 15, 2020.
10. Please mail completed application and appropriate payment for \$100 payable to:
2020 Stillwater Balloon Festival. Mail to: 2020 SBF, 711 S. DUCK, STILLWATER, OK 74074
11. Any Vendor that submits a Vendor Application and is approved but does not show up for event or cancels, will forfeit the Vendor Fees and will not be allowed to be a Vendor at 2021 or 2022 events.
12. Only in cases of Vendor not being selected, will fees be refunded, on or after 3/15/2020.

ADDITIONAL INFO

13. Oklahoma Sales Tax permit required to be furnished with application.
14. 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.
15. Please enclose a copy of your Insurance with this Application.

FESTIVAL-SPECIFIC GUIDELINES

16. Approved vendors receive festival passes and Vendor Parking Passes in Vendor Parking area.
17. No Pets allowed, except for Service Animals with paperwork.
18. No vendor will sell any of the following items: Hot Chocolate, Cocoa, Coffee, Hot Air Balloon Merchandise, CD's, or Apparel of any kind without prior approval from Festival staff.



FOLDS of HONOR

VENDOR APPLICATION FORM 20-003

CONTACT INFORMATION

Vendor Name (Company/Organization) _____
Contact Person (Operating Vendor Booth) _____
Phone (Mobile) _____ Phone (Main/Emergency) _____
Vendor Address/City/State/Zip _____
Vendor Email Address _____
Vendor Truck/Trailer Size Dimensions _____

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

VENDORS ATTACH OR INCLUDE THE FOLLOWING:

1. COPY OF OKLAHOMA SALES TAX PERMIT.
2. MENU/LIST OF ITEMS PLANNED TO BE SOLD.
3. NECESSARY FOOD HANDLING PERMITS. (IF NECESSARY)
4. PAYMENT FOR VENDOR FEE.
5. VENDOR APPLICATION.
6. COPY OF VENDOR'S INSURANCE.

PLEASE NOTE: The Payne County Health Department will be at Festival site executing inspections prior to Festival Gates opening to public. Please have all necessary paperwork and equipment ready. We will encourage the Health Department to conduct Inspections one hour prior to gates opening. It will be difficult to remove Vendors from the facility at this point, therefore passing these inspections is crucial.

FOR OFFICE USE ONLY

APPLICATION REVIEWED BY _____
FESTIVAL REPRESENTATIVE

DATE _____

APPROVED NOT APPROVED

VENDOR BOOTH LOCATION _____

VENDOR NOTIFICATION _____



