

Red Fern Festival

2012 Vendor Application Information

Tahlequah Area Chamber of Commerce and Tourism Council

April 27-29, 2012

The Tahlequah Area Tourism Council is proud to present the 2012 Red Fern Festival. This event is anchored at Norris Park in downtown Tahlequah. Included in the event will be an arts and crafts show, car show, barbeque and chili cook off, live music, movie showing and hound dog events including field trials.

We would like for you to be a part of this exciting event. Only a limited number of food vendors will be accepted. Up to 50 arts and crafts vendors can be accommodated. We strive to offer a wide array of dining choices, and unique items for arts and crafts.

All vendor applications are due by April 14, 2012, but all vendors are encouraged to submit applications as soon as possible. Applications received after April 22, 2012, will be assessed a late fee of \$25.

This event will be held rain or shine. Vendor application fees will not be refunded for any reason after receipt.

The site is roughly one city block by one city block. No vehicles are allowed on the grounds of the park FOR ANY REASON. Food vendors will be set up on the street on the south side of the park **Food vendors please note this is the second year for this new location.** Arts and crafts vendors will be directed to their spaces upon check in. Check in is at the Information Booth at Norris Park.

This area is open to the elements; the vendor must provide any cover.

Vendor parking is approximately 200 yards away. Any vehicle parked along the park or in private parking lots on Friday and/or Saturday will be towed at owner's expense.

EVENT DATES AND TIMES: Friday, April 27 Noon-9 p.m.
Saturday, April 28 9 a.m.-9 p.m.
Sunday, April 29 10 a.m.-4 p.m.

COST: Food Vendors \$ 250
 Arts and Crafts (all spaces 10'x10') \$ 75
 Non-profit booth space \$ 25

SET-UP: FOOD VENDORS: Thursday, April 26 beginning at **noon; earlier by prior arrangement.**

ART AND CRAFTS VENDORS: Friday, April 27 beginning at 9 a.m. **Please check in at the information booth at park for space assignment.**

TEAR-DOWN: Sunday, April 29 at 4 p.m.

ELECTRICITY: Food vendor applications must be accompanied with plug and wattage request. You must bring your own extension cords. All extension cords must be commercial grade and UL approved. Vendor is responsible for ground continuity. No electrician will be provided. Limited electricity will be available for arts and crafts vendors.

WATER: No pressurized water will be available on site.

MENU: Food vendors who are applying for the **first time** are required to submit a menu. No alcoholic beverages are allowed. We strive for as little duplication as possible of food items, but cannot guarantee there will no duplications.

INSURANCE: All FOOD Vendors must submit a valid certificate of insurance with the application. Minimum coverage: \$100,000 - \$300,000.

ADDITIONAL INFO: All vendors are required to keep the area clean and free of garbage. Access to Dumpsters will be provided. *Any vendor, including arts and crafts and non-profit vendors, who sell anything edible and/or drinkable must have state health permit and appropriate liability insurance. Arts and crafts and non-profit vendors may not sell items offered by commercial food vendors unless said vendors pay commercial food vendor application fee, have appropriate liability insurance, have county health permit and sell duplicate items at same price as commercial food vendors.*

In accordance with state law, **ALL VENDORS** must include a copy of their State of Oklahoma sales tax permit. **All vendors who do not have State of Oklahoma sales tax permits must collect and remit sales tax (9%). If the vendor does not have an Oklahoma Sales Tax Permit, the vendor must remit sales tax to the tourism council/chamber before departing the event. Tax calculation forms will be provided to vendors who do not have an Oklahoma Sales Tax Permit. Checks should be made to the Oklahoma Tax Commission.**

APPLICATION: Application must be accompanied by check (payable to the Tahlequah Area Tourism Council), insurance verification, and copy of sales tax permit.

MAIL TO: Tahlequah Area Tourism Council
ATTN: Red Fern Festival
123 East Delaware
Tahlequah, OK 74464

QUESTIONS: Please call 918/456-3742 or 918/521-7937 and ask for Kate Kelly.

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April 27-29, 2012

Please Print or type:

Date: _____ E-Mail Address: _____

Name of Business: _____

Description of merchandise _____

For Arts and Crafts Vendors

Contact Person: _____

Mailing Address _____

Street/PO Box

City

State

ZIP

Daytime Phone: _____ Evening/Cell Phone: _____

(food vendors only) Electricity Needed: Number of outlets _____ Voltage _____ Watts _____ Amps _____
Length of trailer (including tongue, etc.) _____

I understand that vehicle access to the park is not allowed during the event. _____ (Initial)

I understand that I must remit sales tax before departing the event. _____ (Initial)

All A/C spaces 10' x 10'

Arts/craft Standard Vendor \$75.00 x _____ = \$ _____

Non-profit vendor \$25.00 x _____ = \$ _____

Commercial Food Vendor \$250.00 x _____ = \$ _____

TOTAL ENCLOSED: \$ _____

There is limited electricity for arts and crafts vendors. A/C vendors note whether electricity is desired.

As a participant in Red Fern Festival 2012, I have read all the conditions set forth for participation in the festival and agree to abide by same. I agree that I will not hold Tahlequah Area Chamber of Commerce and Tourism Council or its members or volunteers, and the City of Tahlequah responsible for any loss, theft, or damage to my property or personal injury to me or members of my group. I further agree to keep my area clean.

Signature: _____ Date: _____