

44th Annual Wewoka Sorghum Festival
October 26, 2019

SPECIALTY VENDOR
GENERAL INFORMATION

Arts & Crafts, Retail,
Entertainment, Games/Recreation,
Promotional, or Nonprofit



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- WHERE:** Downtown Wewoka, OK to Seminole Nation Museum
(Vendors located on Wewoka Avenue between 1st St. and 6th St.)
- WHEN:** Saturday, October 26, 2019
9:00 am to 4:00 pm
- SET-UP:** Day before event - Friday, October 25, 2019 after 6:00 pm
Day of event - Saturday, October 26, 2019 before 8:00 am
*No one can set-up on Friday until after 6:00 pm to allow cars to clear Main Street.
All vehicles MUST be off of Main Street by 8:00 am on Saturday. NO EXCEPTIONS!
We DO NOT provide labor to assist you in setting-up or tearing-down your booth.*
- DEADLINE:** All applications must be submitted by **September 27, 2019.**
- VENDOR SPACE:** Vendor booths are limited to a single 10' wide and 12' deep space (including all wires, stakes, poles, etc.) You may purchase up to two (2) additional, adjacent spaces. Certain vendors (animal rides/games/inflatables) should purchase extra space as needed to adequately and safely accommodate their set-up.
- ELECTRICITY:** We no longer offer electrical hook-ups to non-food vendors. If you would like to use a generator, please contact Wewoka Sorghum Festival, Inc. for permission. No generators will be allowed without prior authorization of Wewoka Sorghum Festival, Inc.
- WEATHER:** The festival will not be canceled due to inclement weather. This is an outdoor event held in Oklahoma - be prepared for any type of weather. Tents, canopies and pop-ups must be secured to withstand weather.
- APPLICATION DOCUMENTS:** All prospective vendors must detail on the application the types of goods/services/offerings they will vend out of their space. Clear photos of your entire set-up must be included with your application. Clear images of merchandise to be sold should be included, as well.
- A copy of your Oklahoma Sales Tax Permit is required. If you do not have a permit, you will be required to submit sales tax to Festival staff by 4:00 p.m. the day of the festival. We submit the names of ALL vendors that attend the festival to the Oklahoma Tax Commission.
- If you are a nonprofit, a copy of your IRS determination letter is required with your application.
- RATES:** Standard vendor spaces are \$50. You may purchase up to two (2) additional, adjacent spaces for \$50 EACH. Nonprofit booths are \$35 for the first space and \$50 for each additional space (up to two).
- CONTACT US:** Wewoka Sorghum Festival, Inc., PO Box 1089, Wewoka, OK 74884-1089, 405-683-3636
e-mail: WewokaSorghumFestival@gmail.com website: www.SorghumFestivalOK.org

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SPECIALTY VENDOR
RULES & GUIDELINES

Arts & Crafts, Retail,
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1. Vendors may set up on Main Street beginning no earlier than 6:00 pm on Friday, October 25, 2019 and MUST be fully set-up with their vehicles off of Main Street by 8:00 am on Saturday, October 26, 2019. We do not provide special security for vendors setting-up Friday night and you are responsible for your personal property. However, the area is well-lighted and there is set-up going on throughout the night. WE DO NOT PROVIDE MANPOWER TO ASSIST YOU WITH SETTING-UP OR TEARING-DOWN.
2. Vendors MUST check-in with the Information Booth (located in front of the Seminole County Courthouse) prior to 8:00 am.
3. Wewoka Sorghum Festival, Inc. reserves the right to refuse any item(s) considered in bad taste/and or dangerous. (Examples include: rubber band guns; snap fireworks; real or toy guns, knives, or weapons; items portraying profanity, nudity, racism, etc...) Vendors violating this rule will be shut down during the festival and not allowed to return. Wewoka Sorghum Festival, Inc. shall also have the right to request removal of any work or items that were not pre-approved or which violate any rules of Wewoka Sorghum Festival, Inc.
4. Vendors cannot sell food nor drink. No items are to be given away without the written authorization of Wewoka Sorghum Festival, Inc.
5. Vendors are responsible for their display area. Display areas are 10' wide by 12' deep. Vendors must furnish their own means of display that must be sturdy enough to withstand large crowds and weather. If tent or canopy is used, it must be weighted down to withstand strong Oklahoma winds. Only one vendor allowed per space. Each vendor shall sell and advertise from their assigned space(s) only. Vendors are not authorized to walk around to sell their merchandise.
6. Retail vendors will sell directly to the public and are expected to collect Oklahoma State, Seminole County, and City of Wewoka sales taxes at the aggregate rate of 9.75% and remit to the Oklahoma Tax Commission categorized appropriately. Vendors with valid Sales Tax Permits must remit a copy with their application. Vendors without a valid permit must collect appropriate sales taxes and remit them to Festival staff. Festival staff will visit booths to collect sales taxes prior to 4:00 p.m. the day of the festival. Wewoka Sorghum Festival, Inc. submits names and contact information for ALL vendors attending the festival to the Oklahoma Tax Commission.
7. Festival hours are 9:00 am to 4:00 pm. It is mandatory that all vendors stay until the end of the festival. Any vendors who do not make prior arrangements for early pull-out will not be invited back. No tear-down or packing-up is allowed until 4:00 pm. Closing early makes the festival look in disarray.
8. A confirmed reservation from Wewoka Sorghum Festival, Inc. is a commitment to show. NO refunds will be made for cancellation, weather, or removal for cause. Remember: this is Oklahoma - anything can happen weather-wise!
9. It is the vendor's responsibility to keep their immediate area clean and free of trash and litter during the festival.
10. Wewoka Sorghum Festival, Inc. assumes no responsibility for personal injury, damage to or loss of personal property by vendor, its employees, or volunteers staffing the booth, its guests, and clients. Vendor hereby agrees to indemnify and hold Wewoka Sorghum Festival, Inc., its officers and directors, the City of Wewoka, Wewoka Chamber of Business & Industry, and the Seminole Nation Historical Society, Inc., and all event sponsors harmless with respect to any and all aspects of its operations of said vendor booth.
11. Vendor agrees to comply with any and all applicable federal, state, county, and city regulations pertaining to the operation of its business in its booth including, without limitations, fire regulations, and state and county health and safety codes. It is a violation of City of Wewoka ordinances to possess or sell any beer, intoxicating beverages or intoxicating chemicals while present at the Wewoka Sorghum Festival.

By signing below, I acknowledge that I have read, understood, and agree to abide by the Rules & Guidelines of Wewoka Sorghum Festival, Inc.

APPLICANT SIGNATURE

DATE

44th Annual Wewoka Sorghum Festival
 October 26, 2019

**SPECIALTY VENDOR
 BOOTH APPLICATION**

Arts & Crafts, Retail,
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 Promotional, or Nonprofit



ORGANIZATION OR COMPANY (the "Vendor") CONTACT PERSON EMAIL ADDRESS

MAILING ADDRESS CITY STATE ZIP PHONE

WEBSITE ADDRESS DO YOU HAVE (please circle): FACEBOOK TWITTER (place web address and/or hashtag above)

NATURE OF GOODS TO BE SOLD OR SERVICES PROVIDED

GOODS (cont.)

IF A PRIOR VENDOR, WOULD YOU LIKE LAST YEAR'S LOCATION? OKLAHOMA SALES TAX PERMIT NUMBER (enclose copy)

VENDOR RELEASE AND ACKNOWLEDGMENT

I hereby make application to become a vendor in the WEWOKA SORGHUM FESTIVAL and request permission to display and sell the products/and or services listed above. I agree to abide by the rules and regulations set forth within and established by WEWOKA SORGHUM FESTIVAL, INC. and understand that WEWOKA SORGHUM FESTIVAL, INC. reserves the right to approve any product/item/service a vendor may wish to sell or promote, as well as limit the number of vendors selling the same product/item/service. Furthermore, I hereby release and forever discharge WEWOKA SORGHUM FESTIVAL, INC., its officers and directors, from any responsibility for loss, claims, damages, theft, injury or accident. It is further agreed that this applicant shall maintain his/her space, merchandise, activities, and business practices while attending the WEWOKA SORGHUM FESTIVAL. Applicant understands that violation or non-compliance of rules may result in immediate expulsion of Applicant and his/her exhibit from the festival.

APPLICANT SIGNATURE DATE PRINTED NAME

The above named must also read, understand, and agree to the Rules & Guidelines of Wewoka Sorghum Festival, Inc. as outlined on PAGE 2 to be considered as a vendor for the Wewoka Sorghum Festival.

WEWOKA SORGHUM FESTIVAL, INC. reserves the right to refuse any application. Submission of this application and payment does not guarantee space.

APPLICATION DEADLINE IS SEPTEMBER 27, 2019

OFFICE USE ONLY: RECEIVED _____ <input type="checkbox"/> ACCEPTED <input type="checkbox"/> DENIED <input type="checkbox"/> APP <input type="checkbox"/> RULES <input type="checkbox"/> PAY FORM <input type="checkbox"/> PAYMENT \$ _____ <input type="checkbox"/> PHOTOS: SETUP/MERCHANDISE <input type="checkbox"/> CASH <input type="checkbox"/> CHECK # _____ <input type="checkbox"/> CC AUTH#: _____ BY _____ <input type="checkbox"/> DEPOSITED _____ ACCEPTANCE LETTER MAILED DATE: _____	<u>BOOTH #</u>
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SPECIALTY VENDOR
PAYMENT FORM

Arts & Crafts, Retail,
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ORGANIZATION OR COMPANY (Please print)	CONTACT PERSON (Please print)	CONTACT PHONE NUMBER
_____ 10'x12' Vendor Space - Arts & Crafts, Retail, Entertainment, Games/Recreation, or Promotional Copy of Oklahoma Sales Tax Permit required with application.		\$50 = \$ _____
_____ 10'x12' Vendor Space - Nonprofit Copy of IRS Determination Letter required with application		\$35 = \$ _____
_____ Additional Vendor Space - Up to two (2) adjacent spaces		\$50 = \$ _____

TOTAL AMOUNT ENCLOSED = \$ _____

PAY BY CHECK

Please make all checks payable to: **Wewoka Sorghum Festival, Inc.**
PO Box 1089
Wewoka, OK 74884-1089

PAY BY CREDIT CARD

By supplying the following information, your credit card will be charged for the full fee, as per your application, upon your acceptance as a vendor at the Wewoka Sorghum Festival.

NAME ON CREDIT CARD _____

PLEASE CIRCLE: VISA MasterCard American Express Discover

CARD # _____

SECURITY CODE _____ EXPIRATION DATE (mm/yy) _____

BILLING ADDRESS OF CARD _____

AUTHORIZED SIGNATURE _____

APPLICATION CHECKLIST

Items due by September 27, 2019

- _____ BOOTH APPLICATION and PAYMENT FORM
Pages 3 & 4
- _____ Signed RULES & GUIDELINES agreement
Page 2
- _____ Payment
Enclose check or credit card form
- _____ Oklahoma Sales Tax Permit
- _____ IRS Determination Letter
If applying as a Nonprofit
- _____ Photographs
Images of full booth set-up and merchandise

You may e-mail the completed application and attachments to **WewokaSorghumFestival@gmail.com** if you are paying by credit card.

Please remember to keep copies for your records.

OFFICE USE ONLY: RECEIVED _____ ACCEPTED DENIED

APP RULES PAY FORM PAYMENT \$ _____

PHOTOS: SETUP/MERCHANDISE

CASH CHECK # _____ CC AUTH#: _____ BY _____

DEPOSITED _____ ACCEPTANCE LETTER MAILED DATE: _____

BOOTH # _____