



FOOD VENDOR APPLICATION

Please Read & Keep For Your Records

Food, Beverages, Snacks, Bake Sales, or Non-Profits

- WHERE:** **Downtown Wewoka to Seminole Nation Museum**
(Food Vendors located along Wewoka Avenue between 1st St. and 4th St.)
- WHEN:** **Saturday, October 22, 2022**
9:00 am to 4:00 pm
- SET-UP:** **Day before event - Friday, October 21, 2022 after 6:00 pm**
Day of event - Saturday, October 22, 2022 before 8:00 am
Due to the logistics of getting all food trucks/wagons situated properly, vendors will need to schedule arrival and setup times. We are happy to work with you to make this as convenient as possible.
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 setup.
- DEADLINE:** All applications must be submitted by **October 10, 2022.**
- VENDOR SPACE:** *If selling from a tent, popup, or canopy spaces are 10'x12' You will be required to purchase as much space as needed to safely accommodate your setup.
*Food trailers and wagons will be arranged based on size and electrical requirements and are priced at a flat fee.
- ELECTRICITY:** Electricity must be requested on your application, if needed. 110V/15 amp, 220V/30 amp & 50 amp are available. If using a generator it must be approved by Wewoka Sorghum Festival, Inc. well in advance of arrival.
- WEATHER:** The festival **WILL NOT** be cancelled 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.
- PANDEMIC:** In the event of a Pandemic, the situation will be assessed and a decision by the Wewoka Sorghum Festival Board will be made. Vendors will be notified of said decision via email, mail, and directly noted on our Facebook page.
- APPLICATION DOCUMENTS*:** ^All prospective vendors must detail on the application the types of goods/services/offerings they will vend out of their space. **(Provide Photos of Setup and Food, along with a Menu with Application)** ^Commercial Food Vendors, a copy of your Oklahoma Sales Tax Permit and Health Inspection Permit are required. ^Non-commercial Food Vendors and Non-Profits will be handled on a case-by-case basis. ^Non-profits are required to submit their IRS Determination Letter along with their application.

Wewoka Sorghum Festival, Inc., PO Box 1089, Wewoka, OK 74884-1089, 405-683-3636
WewokaSorghumFestival@gmail.com www.SorghumFestivalOK.org

*Submitting this application DOES NOT guarantee you a space. After review the Vendor Coordinator will email and mail your decision letter within a week of review.



RULES & GUIDELINES

Please Read, Sign, and Return

Food, Beverages, Snacks, Bake Sales, and Non-Profits

1. Vendors may set up on Wewoka Ave. beginning no earlier than 6:00 pm on Friday, October 21, 2022 and MUST be fully set-up with their vehicles off of Wewoka Ave. by 8:00 am on Saturday, October 22, 2022. We **DO NOT** provide special security for vendors setting-up Friday night and **YOU** are responsible for your personal property. If you have a food wagon or truck, Wewoka Sorghum Festival, Inc. representatives will work with you to determine the best time for you to enter the concession area to begin setup. **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 Your HomeTown Insurance – 211 S Wewoka Ave.) prior to 8:00 am on Saturday. Here you will receive your booth packet with information and your booth #.
3. Photographs of the concession setup and food are required with the application before the application can be approved. Any product not specified on the application will not be allowed at the Festival. Failure to abide may result in vendor not being allowed to return for future festivals.
4. Wewoka Sorghum Festival reserves the right to ask vendors to adjust their menus to reduce duplication at the Festival.
5. Vendors are responsible for their concession area. Tent, canopy, and pop-up areas are 10' x 12'. 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. Each vendor shall sell and advertise from their assigned space(s) only. Vendors are **NOT** authorized to walk around to sell their merchandise.
6. Food 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 Oklahoma permit must collect appropriate sales taxes and remit them to the Information Booth by 4:00 p.m.** 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. Closing early makes a hazard for other vendors and Festival visitors.
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/litter during the festival. It is also the responsibility of the vendor to clean their area before departure. **A clean up fee will be incurred if area is left trashed.**
10. Concessionaries may not give away anything that other booths are selling (water, popcorn, cotton candy, etc.). Please contact us prior to the Festival if you are considering giving away **ANY** items.
11. 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.
12. As a Vendor during a Pandemic, you understand the importance of utilizing PPE in your booth. We recommend utilizing Masks/Shields, Sanitizing Pumps, Gloves, and some form of Sanitizing spray to use between visitors.
13. 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.

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

Wewoka Sorghum Festival, Inc., PO Box 1089, Wewoka, OK 74884-1089, 405-683-3636
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BOOTH APPLICATION

Please Read, Fill-in, Sign, and Return

Food, Beverages, Snacks, Bake Sales, & Non-Profits

ORGANIZATION/COMPANY (AKA the "Vendor")	CONTACT PERSON	PHONE#
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MAILING ADDRESS	CITY	STATE	ZIP
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WEBSITE ADDRESS	DO YOU HAVE: FACEBOOK (place web address above)
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EMAIL ADDRESS

MENU THAT WILL BE PROVIDED

IF ELECTRIC IS NEEDED – 110V/15 AMP	220V/30 AMP	220/50 AMP (WE WELCOME PHOTOS OF PLUGS)
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OKLAHOMA SALES TAX PERMIT NUMBER (enclose copy)	HEALTH PERMIT (enclose copy)
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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
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The above named must also read, understand, and agree to the Rules & Guidelines of Wewoka Sorghum Festival, Inc. to be considered as a vendor for the Wewoka Sorghum Festival.

APPLICATION DEADLINE IS OCTOBER 10, 2022

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