

44<sup>th</sup> Annual Wewoka Sorghum Festival  
October 26, 2019

FOOD VENDOR  
**GENERAL INFORMATION**  
Food, Beverages, Snacks, or Nonprofits



1

- WHERE:** Downtown Wewoka, OK to Seminole Nation Museum  
(Food vendors located on Wewoka Avenue between 1st St. and 4th St.)
- WHEN:** Saturday, October 26, 2019  
9:00 am to 4:00 pm
- SET-UP:** **Day before event** - Friday, October 25, 2018 after 6:00 pm  
**Day of event** - Saturday, October 26, 2018 before 8:00 am  
*Due to the logistics of getting all food trailers/wagons situated properly, vendors will have to schedule arrival and set-up 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!*
- DEADLINE:** All applications must be submitted by **September 27, 2019.**
- VENDOR SPACE:** Booth space for vendors selling out of tents, pop-ups, or canopies is 10' wide by 12' deep. You will be required to purchase as much space as needed to safely accommodate your set-up. Food trailers and wagons will be arranged based on size and electrical requirements and are priced at a flat fee.
- ELECTRICITY:** Vendors must request electricity on application if needed. Electrical arrangements must be made prior to your arrival and clearly stated on your application. 110 volt/15 amp and 220 volt/30 amp & 50 amp are available. All generators must be approved by Wewoka Sorghum Festival, Inc. in advance of arrival.
- 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 foods/beverages they will vend out of their space. A copy of your menu and clear photos of your entire set-up must be included with your application.
- For commercial food vendors, a copy of your Oklahoma Sales Tax Permit and permit from the Oklahoma State Department of Health are required. Non-commercial vendors and Nonprofits will be handled on a case-by-case basis.
- If you are a nonprofit, a copy of your IRS determination letter is required with your application.
- VENDING REQUIREMENTS:** All vendors are required to be open during the entire festival, 9:00 am to at least 4:00 pm.
- CONTACT US:** Wewoka Sorghum Festival, Inc., PO Box 1089, Wewoka, OK 74884-1089, 405-683-3636  
e-mail: [WewokaSorghumFestival@gmail.com](mailto:WewokaSorghumFestival@gmail.com) website: [www.SorghumFestivalOK.org](http://www.SorghumFestivalOK.org)

**44<sup>th</sup> Annual Wewoka Sorghum Festival**  
**October 26, 2019**

**FOOD VENDOR**  
**RULES & GUIDELINES**

Food, Beverages, Snacks, or Nonprofits



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 support 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. 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 set-up. 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. Photographs of the concession set-up and food are required with the application before the application can be approved. All items food vendor wishes to sell are subject to the approval of Wewoka Sorghum Festival, Inc. Any product not specified on the application will not be allowed at the festival. Unauthorized items will be removed from the concession stand when asked by Wewoka Sorghum Festival, Inc. representatives. Failure to abide may result in vendor not being allowed to return for future festivals.
4. Wewoka Sorghum Festival, Inc. 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' wide by 12' deep. Adequate space must be purchased to safely accommodate your set-up. Vendors must furnish their own means of display that must be sturdy enough to withstand large crowds and weather. If tent, canopy, or pop-up 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. 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 of the permit 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 5:00 pm Saturday, October 27, 2018. It is mandatory that all food vendors stay open until the end of the festival, even if exhibitor is sold out. No tear-down or packing-up is allowed until after 5:00 pm. Closing early makes the festival look in disarray. Violators will not be allowed back to future festivals.
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. Concessions should be kept neat and presentable. All signs and displays must be of a professionally produced nature. Prices on all items must be displayed.
10. Concessionaires may not give away anything that other booths are selling (i.e. 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. Vendor agrees to comply with any and all applicable federal, state, county, and city regulations pertaining to the operation of its concession 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. A representative of the Oklahoma State Department of Health WILL BE on site the day of the festival and vendors should expect an inspection. Please check and make sure you have everything needed to comply with state and county health regulations PRIOR to your arrival. Festival organizers are not equipped to help or provide information. No refunds are issued to concessionaires closed due to health and/or safety violations.

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

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APPLICANT SIGNATURE

DATE

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October 26, 2019

FOOD VENDOR  
BOOTH APPLICATION

Food, Beverages, Snacks, or Nonprofits



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)

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

PLEASE DETAIL ANY ELECTRICAL AND WATER REQUIREMENTS

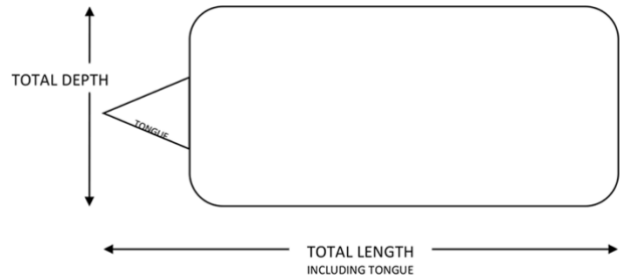
SET-UP TYPE: Please indicate the GENERAL concession set-up you will have.

- \_\_\_\_\_ TYPE A Tent, pop-up, or canopy: Approximate WIDTH \_\_\_\_\_ ft. and DEPTH \_\_\_\_\_ ft.
- \_\_\_\_\_ TYPE B Wagon or trailer: Approximate WIDTH \_\_\_\_\_ ft. and DEPTH \_\_\_\_\_ ft.

If you are a TYPE B vendor, please indicate on the diagram to the right the following:

- Location of electrical connection
- Location of water connection
- Location of serving window(s)

This information helps us place your concession vehicle in the optimum position. If there is any additional information you think we should know, please include it as part of your application. Thank you!



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

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FOOD VENDOR  
PAYMENT FORM

Food, Beverages, Snacks, or Nonprofits



ORGANIZATION OR COMPANY (Please print)	CONTACT PERSON (Please print)	CONTACT PHONE NUMBER
_____ FULL MENU VENDOR - Selection of items, at least one of which contains a protein. <i>Includes, but not limited to, commercial trailers, trucks, and food wagons.</i>		\$250 = \$ _____
_____ SELECT MENU VENDOR - Limited menu of one or two items. No proteins. <i>Includes prepackaged snacks, bake sales, snow cones, lemonade, root beer, etc.</i>		\$100 = \$ _____
_____ NONPROFIT VENDOR - Limited menu of one or two items. No proteins. <i>Includes prepackaged snacks and bake sales. IRS Determination Letter required.</i>		\$ 50 = \$ _____
_____ Additional Vendor Space - Up to two (2) adjacent spaces for concessions vending out of tents, pop-ups, and canopies.		\$ 50 each = \$ _____
_____ Electricity (110 volt/15 amp and 220 volt 30 amp/50 amp) <i>Required for each registered vendor needing power. Bring at least 100' of properly gauged extension cord.</i>		\$ 50 = \$ _____
<b>TOTAL AMOUNT ENCLOSED</b>		= \$ _____

**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.*

**FOR OFFICE USE ONLY**