



SPECIALTY VENDOR APPLICATION

Please Read & Keep For Your Records

Arts & Crafts, Retail, Direct Sales,
Entertainment, Games/Recreation,
Promotional, Political, or Non-profit

WHERE:

Downtown Wewoka to Seminole Nation Museum
(Vendors located on Wewoka Avenue between 1st St. and 6th 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
*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 **October 10, 2022.**

VENDOR SPACE:

Vendor booths are limited to a single 10'x 12' space (including all wires, stakes, poles, etc.) You may purchase up to two (2) additional, adjacent spaces. Please ensure you have adequate space for your 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 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 Merchandise with Application)** ^If you hold an Oklahoma Sales Tax Permit (OSTP) a copy is required. If you **DO NOT** have a permit, you will be required to submit your collected sales tax to Festival staff by 4:00 p.m. the day of the festival. Note: 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 free for the first space and \$35 for each additional space (up to two).

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

Arts & Crafts, Retail, Direct Sales,
Entertainment, Games/Recreation,
Promotional, Political, or Non-profit

1. Vendors may set up on Wewoka Ave. beginning no earlier than 6:00 pm on Friday, October 21, 2021 and MUST be fully set-up with their vehicles off of Wewoka Ave. by 8:00 am on Saturday, October 22, 2021. 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-lit 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 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. 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. Craft Vendors **CANNOT SELL** food or drink. No items are to be given away without the written authorization of Wewoka Sorghum Festival, Inc. If caught doing so, you will be asked to leave and may incur a fine for not holding a FOOD PERMIT.
5. Vendors are responsible for their display area. Display 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. 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 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. 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. 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.
12. 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
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.



BOOTH APPLICATION

Please Read, Fill-in, Sign, and Return

Arts & Crafts, Retail, Direct Sales, Entertainment,
Games/Recreation,
Promotional, Political, or Non-profit

ORGANIZATION/COMPANY (AKA the "Vendor") CONTACT PERSON PHONE#

MAILING ADDRESS CITY STATE ZIP

WEBSITE ADDRESS DO YOU HAVE: FACEBOOK (place web address above)

EMAIL ADDRESS

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. to be considered as a vendor for the Wewoka Sorghum Festival.

APPLICATION DEADLINE IS OCTOBER 10, 2022

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.



PAYMENT FORM

PLEASE READ, FILL-IN, AND RETURN

Arts & Crafts, Retail, Direct Sales,
Entertainment, Games/Recreation,
Promotional, Political, or Non-Profit

ORGANIZATION/COMPANY (Please print)	CONTACT PERSON (Please print)	PHONE #
_____ 10'x12' Vendor Space - Arts & Crafts, Retail, Entertainment, Games/Recreation, or Promotional <i>Copy of Oklahoma Sales Tax Permit required with application.</i>		\$50 = \$ _____
_____ 10'x12' Vendor Space - Nonprofit <i>Copy of IRS Determination Letter required with application</i>		\$0 = \$ _____
_____ Additional Vendor Space - Up to two (2) adjacent spaces		\$50 (\$35 for NP) = \$ _____
		TOTAL AMOUNT ENCLOSED = \$ _____

PAY BY CHECK

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

PAY BY CARD

By supplying the following information, your 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 CARD _____

PLEASE CIRCLE: VISA MasterCard American Express Discover

CARD # _____

SECURITY CODE _____ EXPIRATION DATE (mm/yy) _____

BILLING ZIP CODE _____

WOULD YOU LIKE TO RECEIVE AN ELECTRONIC RECEIPT? _____

AUTHORIZED SIGNATURE _____

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

FOR OFFICE USE ONLY

APPLICATION CHECKLIST

Items due by October 21, 2022

RECEIVED _____

METHOD _____

CATEGORY _____

- APPLICATION
- RULES & GUIDELINES
- PAYMENT FORM
- PAYMENT

METHOD _____

- SALES TAX
- PERMIT INCLUDED
- NON-PROFIT
- LETTER INCLUDED
- PHOTOS
- RECEIPT

METHOD _____

- PROCESSED

APPROVED OR DENIED _____

- LETTER SENT

DATE SENT _____

BOOTH # _____

ADDITIONAL SPACES

*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.