



Dates: October 19, 2012, 12:00pm – 11:00pm & October 20, 2012, 9:00am – 11:00pm

VENDOR RULES & REGULATIONS

It is important that you read and please initial each bullet and return a completed copy with each application. Failure to read and initial each paragraph and to return initialed copy with application will result in disqualification of vendor space. VENDORS ARE ACCEPTED ON A FIRST PAID BASIS!

- **Deadline:** The deadline for complete applications is October 1, 2012. Any application received into our office past this date is subject to a non-refundable \$25 late fee. This also applies to any application that is received into our office that is considered incomplete. Absolutely will NO Vendor applications be accepted after Friday, October 12, 2012. THERE WILL BE NO EXCEPTIONS TO THE FINAL OCTOBER 12 DEADLINE!
- **Venue:** This event will be held on the LeFlore County Fair Grounds located at Highway 271 South, Poteau, Oklahoma 74953. This main area of this event is an OUTSIDE event however; indoor vendor spaces are available on a first come, first paid basis.
- **Set-Up Information:** Vendors may arrive to check in and set up beginning Thursday, October 18, 2012 between the hours of 11:00am and 6:00pm and on Friday, October 19, 2012 between the hours of 7:00am and 11:00am and Saturday, October 20, 2012 between the hours of 6:30am and 8:30am. **Booths must be open and ready by gate opening times. Gates will open Friday at 11am and Saturday at 9am!** ABSOLUTELY NO VENDORS, HELPERS, ETC. will be allowed to drive vehicles into Festival area after the gates open on all dates. THERE WILL BE NO EXCEPTIONS!!!
- **Tear Down Information:** Tear down times for vendors will be the close of the festival on Saturday, October 20, 2012 or between the hours of 1:00pm and 5:00pm on Sunday, October 21, 2012. Food Vendors are responsible for removal of any cooking oils, charcoal, or other refuse from their booth area. Trash only containers will be provided. The utmost care should be exercised in disposal of oil or the like to avoid spillage or other damage to the site. All vendors are required to clean their area completely. Please see the paragraph below entitled "Cleaning Deposit" for more information.
- **Cleaning Deposit:** A refundable Cleaning/Security Deposit of \$75.00 for non-food vendors & \$150 for food vendors will be required in the form of a check with application. Checks will be held, but not cashed. Participants are responsible for keeping their area and displays neat and clean during show hours, including clean up at the conclusion of the show. All exhibitors/vendors are required to leave their spaces clean and undamaged. The Cleaning/Security deposit held will be returned at the close of the festival if the booth is left in an acceptable manner as determined by Festival organizers.
- **Space Tie-Down:** All exhibitors/vendors MUST secure their area against weather. Stakes can be utilized for tie-down purposes. You will NOT be permitted to tie to a neighboring vendor. Exhibitors/vendors will be responsible for any damage caused by their items to other exhibitors' merchandise and/or to the public.
- **Booth Spaces:** Booth layout for non-food vendors is approximately 10' x 10'. Limited indoor spaces are available on a *First Reserved, First Paid* basis. There are outside spaces available also. All spaces are located in the AES Building and along designated Vendor areas. PBF Vendor Coordinator will predetermine booth location. The Vendor Coordinator will try to accommodate special request for space locations; **however, requests are NOT guaranteed.** Please submit 1 to 2 photos of your booth set up with application; these photos will be used in determining the best possible space for your booth.
- **Amenities:** There is no additional charge for electricity. Electricity is provided for all food vendors automatically. A limited number of electrical outlets are available for other on a first reserved, first paid basis. If you need electricity, you will need to complete the applicable part of the Vendor Form. There are no guarantees on electricity for any vendors other than food vendors. Water hook ups are limited but are available. Quiet pre-approved generators are permitted. Exhibitors must provide their own heavy-duty, 3-wire type extension cords (no 2-wire cords are permitted) and water hoses. The recommended minimum length is 300 feet

- **Exhibits:** Exhibits should be in keeping with the overall family-oriented theme and all items displayed must be for sale. The PBF strives to maintain a large variety of products in all areas and does not wish to overload any one category. The Poteau Balloon Fest wishes to make this the best experience for all involved. Vendors selling the same types of product will be limited to the following: No more than 3 types of non-food vendors selling the same product will be allowed. It is our understanding that some companies such as Scentsy, Mary Kay, etc., will only allow 1 consultant per event. No more than 3 types of food vendors selling the same type of product will be allowed. Subject to the terms, Vendor will only be allowed to sell items approved and specified on application. No additional items may be added or substituted without specific permission from the Event Director, Event Coordinator, and/or Vendor Coordinator. Vendor will not be permitted to use excessively loud music or amplified announcements during operation at the Festival. Event Staff shall have the determination and the absolute discretion as to whether or not any music used by Vendor is excessively loud or inappropriate. Relocating/extending assigned space is prohibited without consent of Festival organizers. Vendors are accepted on a first paid basis. [REDACTED]
- **Vendor Sales:** Vendors are responsible for their own sale. Food Vendors: Menu items should be simple to prepare, attractive and easily served on a small plate or easily carried. [REDACTED]
- **Exclusives:** The contracted carnival has the exclusive rights to sell cotton candy, popcorn, snow cones, caramel apples, funnel cakes & corn dogs. The Poteau Balloon Fest Concession has the exclusive right to sell hot dogs, regular nachos & Chili cheese nachos. The Poteau Chamber will have exclusive rights to sell balloon fest t-shirts and other balloon fest memorabilia. As such, no other vendor is allowed to sell these items. [REDACTED]
- **Supplies & Equipment:** Each vendor will supply its own food and service supplies (plates, bowls, knives, forks, spoons, wet naps, etc.) and provide adequate food preparation and sales staff. Vendors will also provide their own tables, tents and staff seating in addition to any equipment necessary to load/unload, transport product or equipment necessary to operate their space. Vendors are responsible for their own property. The Poteau Balloon Fest Council will not be held responsible. [REDACTED]
- **Signs:** Location, content and size of all vendor signs shall be limited to vendor booth space. Vendors selling product should include on their signage that sales tax is included in the price of the item. Signs should be legible and easily read. [REDACTED]
- **Taxes/Licenses:** All vendors are responsible for collecting and reporting Oklahoma Sales Tax. Included in your vendor packet is an Oklahoma Tax Commission Special Event Enforcement Sales Tax Permit. Vendors who have a current OKLAHOMA SALES TAX PERMIT are asked to complete the top portion of the sales tax report. Vendors who have a valid Oklahoma Sales Tax Permit are asked to submit a copy of their permit with the completed application. VENDORS who are passing out information or distributing their product NEED to complete the top portion of the sales tax report also. THE LOCAL SALES TAX RATE IS 9%. Vendors WHO DO NOT have a valid Oklahoma Sales Tax Permit are REQUIRED to complete the vendor sales tax report and return it along with payment due, payable (in the form of a check or money order) to the Oklahoma Tax Commission at the end of the festival to the Poteau Chamber of Commerce. The Poteau Chamber will have a booth located near the main gate and inside the AES Building. The Poteau Balloon Fest & The Poteau Chamber is required by law to submit a list of ALL vendors who do or do not have a valid Oklahoma Sales Tax Permit that includes vendor name, address, telephone number and sales tax permit number to the Oklahoma Tax Commission. [REDACTED]
- **Gate Admission:** Included in your vendor packet will be (2) two gate admission armbands; these must be worn at all times. Additional armbands are available for \$5 each. Everyone working in your booth or family must have an armband. Ages 3 and under are free. If more than two armbands are needed, they can be ordered on the form below. [REDACTED]
- **Parking and Traffic:** Each vendor will receive a minimum of (1) one parking pass and a maximum of (3) three parking passes in their Vendor Packet. Additional passes beyond the maximum of (3) will be available for \$5 each. Parking and traffic is not permitted in any show area after 3:00pm on Friday, and after 8:30am on Saturday. Vehicles must be moved to participant parking lots immediately following unloading of merchandise and/or above the specified times. TRAFFIC IS NOT PERMITTED IN THE SHOW AREA UNLESS AUTHORIZED BY FESTIVAL STAFF OR LAW ENFORCEMENT DUE TO PEDESTRIAN TRAFFIC. ACCESS TO THE SHOW AREA MAY BE DELAYED UNTIL AFTER 9PM. PEDESTRIAN SAFETY MUST BE OUR FIRST PRIORITY. Close access is provided to areas for unloading/loading and must be planned around specified hours. It is highly recommended that all exhibitors bread down and pack up times before bringing vehicles into the show area at the conclusion of the event. **Unauthorized vehicles remaining in the show area or non-designated parking areas during Festival hours WILL BE TOWED AT THE OWNER'S RISK AND EXPENSE.** Vendor parking will be located in the South Lot (Gate #3). Please be aware that this is approximately ¼ mile from the Vendor area. If loading/unloading is necessary during Festival hours, participants must transport by hand or self-provided dolly. [REDACTED]

- **Vendor Fees:** There will be no reduced costs for any reason. Payment upon application is required. Space is not guaranteed until full payment & cleaning deposit are received. The location of this Festival is outdoors and is weather permitting. There are no refunds for rainy or unusual weather conditions. Please enclose the appropriate amounts due as listed on the Vendor Application Form. [REDACTED]
- **Application:** Every applicant must sign and return the attached application (along with payment **and** a copy of Vendors Certificate of Liability Insurance). All forms must be fully completed, signed and submitted, binding the applicant to the agreements and conditions contained herein. [REDACTED]
- **Vendor Packets:** Vendor packets and information will be mailed out via certified mail 2 weeks prior to the event. Local vendors may pick up their packets 1 week prior to the event. Lost or stolen packets will be replaced; **however**, vendor will be responsible for re-purchasing armbands that are included in the packet. It is your responsibility to keep up with your packet and information. Included in the vendor packet will be: Armbands, Parking Passes, Facility Map, Schedule of Events, Directions, Oklahoma Tax Commission Form and a local map. [REDACTED]
- **Other Information:** Vendor agrees to comply with all applicable state, city, county and federal laws and regulations to the operation of its business in the booth. City ordinances prohibit the overnight camping on the premises. No alcoholic beverages are allowed to be sold or consumed on the premises. [REDACTED]
- **Indemnification:** The Poteau Balloon Fest Council, The Poteau Chamber of Commerce, The City of Poteau, The LeFlore County Fair Board or LeFlore County will not be liable for any losses or damages sustained by Vendors as a result of the rights granted to Vendor under this Agreement of Vendor's operations at the Poteau Balloon Fest. Vendor, as part of the consideration, hereof, does hereby indemnify and hold harmless The Poteau Balloon Fest Council, The Poteau Chamber of Commerce, The City of Poteau, The LeFlore County Fair Board and LeFlore County, its officers, employees, representatives, volunteers from any and all claims for damages or injuries (including death) of any nature and kind, suffered or asserted to have been suffered by any person or property of any person growing out of or resulting from or in any way connected to Vendor's operations at the Poteau Balloon Fest. [REDACTED]

Applicant Checklist

- Completed Application (All pages)
- Vendor Application Fee
- Deposit Fee
- Photos of Booth Space
- Copy of Certificate of Insurance

MAKE ALL CHECKS PAYABLE TO POTEAU BALLOON FEST

MAIL COMPLETED APPLICATION AND PAYMENTS TO

**POTEAU BALLOON FEST
C/O POTEAU CHAMBER OF COMMERCE
Attn: Vendor Coordinator
201 S. BROADWAY
POTEAU, OK 74953**

FOR QUESTIONS OR MORE INFORMATION, PLEASE CALL 918-647-9178, ASK FOR SHANNON OR KAREN.

YOU MAY GET LODGING INFORMATION & BALLOON FEST INFORMATION ON OUR WEBSITE AT WWW.POTEAUCHAMBER.COM

FIND US ON FACEBOOK AT WWW.FACEBOOK.COM/POTEAUOKBALLOONFEST

PLEASE PRINT & COMPLETE ALL APPLICABLE AREAS

VENDOR APPLICATION

Business/Organization _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip Code _____

Email Address (print clearly) _____

Phone: Cell (____) _____ - _____ Home (____) _____ - _____

I have a current Oklahoma Sales Tax Permit. Permit # _____

I do not have a current Oklahoma Sales Tax Permit.

NON-FOOD VENDOR FEES & DEPOSITS

Commercial/Business/Resale* \$75.00 per 10'x10' _____ 10'x10' = \$ _____

Political Booth* \$75.00 per 10'x10' _____ 10'x10' = \$ _____

Non-Profit* \$40.00 per 10'x10' _____ 10'x10' = \$ _____

Refundable Cleaning Deposit** \$75.00 per 10'x10' _____ \$75.00

Additional Parking Passes \$5.00 each Passes Needed: _____ = \$ _____

Additional Armbands \$5.00 each Armbands Needed: _____ = \$ _____

TOTAL AMOUNT ENCLOSED: \$ _____

I would like to have a space Inside Outside (If you do not select which area you prefer, you will be placed by the Vendor Coordinator and will not be able to move your designated area.

ELECTRICITY: It is important that you complete this area, if you do not complete all applicable fields, electricity may not be available for your booth! I DO NOT NEED ELECTRICITY I NEED ELECTRICITY FOR THE FOLLOWING

Please list all Electrical Items & the quantity of each : _____

of 3prong outlets needed: _____ Voltage: _____ Watts: _____ Amps: _____

*Chamber Members receive 50% discount on booth spaces (does not include cleaning deposit). **Please read paragraph entitled "Cleaning Deposit" on Vendor Rules & Regulations.

FOOD VENDOR FEES & DEPOSITS

- Food Vendors \$300.00 \$ _____
 - Refundable Cleaning Deposit** \$150.00 \$150.00
 - Additional Parking Passes \$5.00 each Passes Needed: _____ = \$ _____
 - Additional Armbands \$5.00 each Armbands Needed: _____ = \$ _____
- TOTAL AMOUNT ENCLOSED: \$ _____

ELECTRICITY: It is important that you complete this area, if you do not complete all applicable fields, electricity may not be available for your booth! I DO NOT NEED ELECTRICITY I NEED ELECTRICITY FOR THE FOLLOWING

Please list all Electrical Items & the quantity of each: _____

of 3prong outlets needed: _____ Voltage: _____ Watts: _____ Amps: _____

WATER: You are responsible for providing your own water hoses, buckets, etc. Some vendor spaces may require several hoses. I DO NOT NEED Water I NEED Water FOR THE FOLLOWING:

**Please read paragraph entitled "Cleaning Deposit" on Vendor Rules & Regulations.

FOOD VENDORS PLEASE SPECIFY THE SIZE OF YOUR FOOD BOOTH: LENGTH = _____' x WIDTH = _____'

RIDES/INFLATABLES VENDOR FEES & DEPOSITS

- Rides/Inflatable Vendors 15% OF TOTAL EVENT EARNINGS PAYABLE TO POTEAU BALLOON FEST. **FEE MUST BE PAID IMMEDIATELY FOLLOWING THE EVENT.**
 - Refundable Cleaning Deposit** \$75.00 \$75.00
 - Additional Parking Passes \$5.00 each Passes Needed: _____ = \$ _____
 - Additional Armbands \$5.00 each Armbands Needed: _____ = \$ _____
- TOTAL AMOUNT ENCLOSED: \$ _____

ELECTRICITY: It is important that you complete this area, if you do not complete all applicable fields, electricity may not be available for your booth! I DO NOT NEED ELECTRICITY I NEED ELECTRICITY FOR THE FOLLOWING

Please list all Electrical Items & the quantity of each: _____

of 3prong outlets needed: _____ Voltage: _____ Watts: _____ Amps: _____

**Please read paragraph entitled "Cleaning Deposit" on Vendor Rules & Regulations.

RIDE/INFLATABLE VENDORS PLEASE SPECIFY THE SIZE OF YOUR AREA NEEDED: LENGTH = _____' x WIDTH = _____'

I AGREE THAT IMMEDIATELY FOLLOWING THE CLOSE OF THE EVENT, I WILL ISSUE A CHECK TO THE POTEAU BALLOON FEST FOR 15% OF MY EARNINGS AS THE VENDOR FEE. _____ (Please sign)

ITEMS SOLD (EVERY VENDOR MUST COMPLETE THIS – YOUR APPLICATION WILL BE REJECTED IF NOT COMPLETED)

The contracted carnival has the exclusive rights to sell cotton candy, popcorn, snow cones, caramel apples, funnel cakes & corn dogs. The Poteau Balloon Fest Concession has the exclusive right to sell hot dogs, regular nachos & Chili cheese

nachos. The Poteau Chamber will have exclusive rights to sell balloon fest t-shirts and other balloon fest memorabilia. As such, no other vendor is allowed to sell these items.

Please list all items sold! Please specify items such as jewelry, purses, wood crafts, etc. (i.e., hand crafted, costume, benches, plaques). Failure to list any item may result in disqualification of vendor space or eligibility to sell item. You may attach additional sheets if needed.

PAYMENT INFORMATION

Method of Payment

I have enclosed payment in the form of:

Check # _____ Amount: _____ **Make all checks payable to POTEAU BALLOON FEST**

Visa MasterCard Discover

Name on Card: _____ Card #: _____

Expiration Date (MM/YY): ____/____ Credit Card Billing Zip Code _____

DO NOT ENCLOSE CASH PAYMENTS, THESE MUST BE PAID IN PERSON

As a participant in the 2012 Poteau Balloon Fest, I have read and initialed all conditions set forth for the participation in the Poteau Balloon Fest and agree to abide by the same.

Authorized Signature: _____

Dated: _____

UPON RECEIPT OF VENDOR APPLICATION IN OUR OFFICE, YOU WILL RECEIVE A LETTER WITHIN 7 – 14 BUSINESS DAYS FROM THE EVENTS COORDINATOR STATING WHETHER OR NOT YOUR APPLICATION HAS BEEN ACCEPTED.

FOR OFFICE PERSONNEL USE ONLY

Date Received: _____	Received by: _____
Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Payment Information: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> Credit Card	
Amount Paid: _____	Cleaning Deposit Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No Check # _____
<input type="checkbox"/> Inside <input type="checkbox"/> Outside	Electricity: <input type="checkbox"/> Yes <input type="checkbox"/> No Amps: _____ Water: <input type="checkbox"/> Yes <input type="checkbox"/> No
Insurance Certificate Enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Photos Enclosed: <input type="checkbox"/> Yes <input type="checkbox"/> No
Current Oklahoma Sales Tax Permit <input type="checkbox"/> Yes <input type="checkbox"/> No	