2021 Pop-Up Shop Application

Thank you for your interest in becoming a pop-up shop vendor for the 28th year of the Festival of Light. We are excited to kick off this season and make it better than ever with the addition of a downtown attraction. To be considered as a potential vendor, please fill out this application in its entirety and return to chickashafestivaloflight@gmail.com no later than October 15, 2021.

Our vision for the Pop-Up shops is a place where people can find unique gifts for their friends and families for Christmas. We would like the vendors to sell items such as holiday décor, clothing, handmade art, jewelry, treats, etc.

Please note that vendor space is limited. This year we are looking to have 8 permanent pop-up shops housed in the Chickasha Train Depot. Vendors are expected to be open every Friday and Saturday evening during the first four weekends of December unless prior approval is given by the Board of Directors. All applications will be reviewed by the Festival of Light Board of Directors.

If selected, vendors will be notified by email by October 29, 2021 with a contract that is to be signed and returned. Along with the signed contract, vendors will be required to provide sales tax permits and a non-refundable deposit. The deposit will be $100 for vendors. All vendors will agree to pay FOL Fifteen Percent (15%) of all gross sales.

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Phone: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: ( )\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Years in Business: \_\_\_\_\_\_\_\_\_\_\_

Any additional information you wish to note:

I agree to abide by the rules and regulations of the Festival of Light. (Rules are listed on page 3 and 4 of this application)

**Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list **ALL** items you intend to sell and their corresponding prices. **Only items listed will be permitted for sale at the Festival.** (Attach an additional sheet if necessary.)

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| Item: | Description:  | Price: |
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**2021 Rules and Regulations**

**Festival of Light**

**Downtown Pop-Up Shops**

**Dec 3-4, 10-11, 17-18, 24-25, 2021**

**Hours of Operation: Fridays & Saturdays ONLY**

**6:00-11:00 pm**

*Festival and / or Festival of Light are synonymous throughout this document.*

**EACH EXHIBITOR** is required to keep at least one attendant in his/her booth during all Downtown Festival hours. All items for sale and prices of said items must be pre-approved within the application and must remain the same throughout the 2021 season. The Festival reserves the right to amend or edit items to best fit the Festival. Please note that water is not available on site. Vendors may remove their items when the Festival is not open, but must be back in their designated spot at least 15 minutes prior to the attraction opening at 6:00 PM. Any late arrivals, may be subject to forgoing business that night.

**PAYMENT / CANCELLATION OF VENDOR SPACE:** All non-refundable deposits must be paid in full by November 15, 2021. Vendors not paying deposit by this date will be subject to cancellation and resale of the space at the discretion of the Festival of Light. The non-refundable deposit will be $100 for vendors. All pop-up shop vendors will agree to pay FOL Fifteen Percent (15%) of all gross sales. Check payment shall be remitted with sales register and final payment submitted no later than December 31, 2021.

**LIABILITY AND INSURANCE:** Every reasonable precaution will be taken by the Festival to protect property during installation, Festival operation, and removal. However, neither the Festival Board, service contractors, any officers, staff members or directors of same, are responsible for the safety of property of exhibitors from theft or damage by fire, accident, vandalism, or other cause. The Festival of Light cannot be held responsible for exhibitor’s property, whether located at his exhibit or anywhere else inside or outside the Festival area. Small and especially valuable materials should be safely packed away by the exhibitor during hours when the exhibit is not manned. By execution of this agreement, the vendor agrees to hold harmless the Festival of Light from any claims arising out the physical operations and product related exposures of his/her booth.

**SAFETY, FIRE, HEALTH AND SAFETY, FIRE, HEALTH AND APPLICABLE LAWS:** This exhibitor shall assume all responsibility for compliance with local, city, state, and federal safety, fire, health and other ordinances and laws regarding installation of and operation of equipment, displays, and exhibit materials.

**DEFAULT OF OCCUPANCY:** Any exhibitor failing to occupy space as contracted for or fails to comply with any provisions concerning his use of display space, the Festival of Light shall have the right to take possession of said space and resale same, or any part thereof. No deposit will be refunded.

**SUBLETTING OF SPACE:** The exhibitor agrees not to assign, sublet, or apportion space or any part thereof allotted to him. No exhibitor will be permitted to sell/display his products or services outside the confines of assigned booth in the Festival area.

**GENERAL:** All matters and questions not covered by this agreement are subject to the decision of the Festival Board. All amendments, decisions, or interpretations that may be so made, shall be equally binding on all parties as the original agreement.

**AGREEMENT:** By signing the contract, the exhibitor agrees to abide by these rules and regulations and the decision of the Festival of Light

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please print name**

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**Signature of Vendor**

 Agree to abide by the above stated rules and regulations.

**Please return completed application no later than October 15, 2021.**

By Email: chickashafestivaloflight@gmail.com (preferred)

By Mail: Festival of Light

 P.O. Box 2381

 Chickasha, OK 73023