

2020 Strawberry Festival Vendor Permit Application

Complete this form if you have arranged for booth space from a local property owner and are only in need of a permit.

If Booth Space is needed, complete the 2020 STRAWBERRY FESTIVAL VENDOR BOOTH SPACE APPLICATION

Business or Entity Information

I have read the Vendor Information on page 2 or on the website and agree to comply with the Vendor Guidelines: Yes OR No

I have made arrangements with a Stilwell property owner for space to set up my booth for the festival? Yes OR No
(If no, this needs to be done or application needs to be made for booth space using the appropriate application.)

Name of Business/Organization _____ Email Address _____

Business Address, City, State, & Zip Code _____

Business Phone Number _____

Booth Space Attendant _____ Alternate Phone Number _____

Product(s) sold or promoted? _____

I will send in my sales taxes directly to the Okla. Tax Commission - OK Sales Tax Number _____ (required)

I will pay taxes to the Stilwell Kiwanis Club to send them in for me.

I will not be selling anything at the festival.

Permit

(Check one of the following)

Commercial Extended Permit- \$125 (May 5, 2020 – May 12, 2020)

Doing business prior to May 5 or after May 12 requires a permit from the City of Stilwell.

Commercial 24 Hour Permit - \$75 (6:00 PM, May 8, 2020 through 6:00 PM, May 9, 2020)

Non-Profit 24 Hour Permit - \$25 (6:00 PM, May 8, 2020 through 6:00 PM, May 9, 2020)

Comments _____

Payment

Total Owed _____ Applicant Signature _____ Date _____

Please send application with enclosed check or money order for total owed. Remit to: **STILWELL KIWANIS CLUB, P.O. BOX 1312, STILWELL, OK 74960** or payment may be made using PayPal at www.strawberrycapital.com

I am paying by: Cash Check Money Order Cashier's Check PayPal Transaction Number _____

Upon arriving, check in at the Kiwanis Club tent on the North side of the Courthouse to be issued your permit.

DO NOT WRITE BELOW THIS LINE OFFICIAL USE ONLY

Application Fee Total

Date Fee Received

Check or Money Order #

PayPal Transaction #

(Revised 12/31/2019)

Vendor Information

Permits are required to be purchased and a separate permit displayed on every booth, stand, or attraction.

Permits without the booth space are for vendors who make arrangements directly with private property owners for setup space and needed services.

If assigned booth space is needed, use the 2020 STRAWBERRY FESTIVAL VENDOR BOOTH SPACE APPLICATION, which may be obtained at www.strawberrycapital.com/vendors . The assigned vendor booth space fees include the permit.

Festival Day Permits begin at 6:00 P.M. Friday the day before the festival and end at 6:00 P.M. Saturday festival day. Extended permits are available beginning 48 hours prior to the carnival opening on the Wednesday before festival day and ending 48 hours after festival day. **Doing business prior to or after these dates requires a permit from the City of Stilwell.**

There are two categories of vendors for which permits are available. Please read the definitions carefully to determine in which category your business or organization falls.

Commercial Vendors are those who sell concessions, merchandise or operate entertainment attractions for a profit. Food vendors fit into this category if they are a commercial business operation.

Non-Profit Vendors are not-for-profit organizations, as approved by Stilwell Kiwanis, such as local church groups, school groups, or 501 (C)3 organizations.

General Vendor Guidelines

- No alcoholic beverages may be sold at the festival.
- No stakes may be driven into the street and vendors must provide their own tables and chairs.
- No booths may be set up on city sidewalks. This is for safety and to facilitate the flow of foot traffic.
- All Vendors must be in compliance with any applicable Oklahoma Laws and Regulations.
- Food vendors may be required by state officials to produce a health permit issued by the state of Oklahoma.
- Each vendor must collect and pay state and local sales taxes, either directly to the Oklahoma Tax Commission using their Oklahoma State Tax Number or to the Stilwell Kiwanis Club who will submit the taxes for them.
- In case of severe weather or other emergency, official announcements will be made from the Kiwanis stage. Loudspeakers are in place in several locations along Division Street.
- Booths must be set up and vehicles off the street by 8:00 A.M. on festival day.
- In case of cancellation prior to festival, refunds are available by request as follows: 60 days or more – 100%, 45-59 days-75%, 30-44 days – 50%, less than 30 days – 0.

Vendor Permit Guidelines

- Permit Payment may be made online using PayPal, by personal check, cashier's check, or money order mailed to the Stilwell Kiwanis Club, PO Box 1312, Stilwell, OK 74960.
- Upon arriving, check in at the Kiwanis Club tent on the north side of the Courthouse to be issued your permit.

Additional Information

Booth Spaces are available in the area along Division and Third Streets and include the permit in the price of the space. (If interested, see 2020 STRAWBERRY FESTIVAL VENDOR BOOTH SPACE APPLICATION.)

A special section is set aside for **Arts and Crafts** booths where only handcrafted items may be sold. Arts and Crafts Vendors are those whose items are handmade, unique, and art works that are not available in typical retail outlets. (If interested, see 2020 STRAWBERRY FESTIVAL VENDOR BOOTH SPACE APPLICATION.) To sell items not handcrafted, booth space must be obtained outside the Arts and Crafts area.

For further information, price list or to obtain an application for booth space, visit www.strawberrycapital.com/vendors