

2020 STRAWBERRY FESTIVAL VENDOR BOOTH SPACE APPLICATION

(includes festival permit)

(This application is not for Permits without a booth space purchase from Kiwanis. Use the Offsite Vendor Permit Application if booth space in the vendor area shown on the map is not needed.)

Name of Business _____ Email Address _____

Business Address, City, State, & Zip Code _____

Business Phone Number _____

Name of Booth Attendant _____ Alternate Phone Number _____

Product(s) sold or promoted? _____

Sales taxes sent directly to the Okla. Tax Commission - OK Sales Tax Number _____ (required)
OR Sales taxes given to Stilwell Kiwanis to send them in. OR Not selling anything at the festival.

Booth Space Information

Booth Space includes Festival Day Permit Specific locations of booth sites are at the discretion of Stilwell Kiwanis.

Type of Booth: Tent OR

Trailer Length of trailer including tongue _____ Feet

Size of Booth Space Needed: 10' x 10' (single) OR 10' x 20' (Double) OR 10' x 30' (Triple)

Kids Zone Attraction Type _____ Size _____ X _____ Call 918-797-5097 for Pricing (No PayPal)

Commercial Vendor - One who sells concessions, merchandise or operates entertainment attractions for a profit. Food vendors fit into this category if they are a commercial business operation. NOTE: Only 2 Platinum spaces on each corner of Second and Division Streets, one Triple, one Double, or two singles.

<input type="checkbox"/> Platinum – Triple Space - \$ 675.00	<input type="checkbox"/> Prime – Triple Space - \$550.00	<input type="checkbox"/> Standard – Triple Space - \$400.00
<input type="checkbox"/> Platinum – Double Space - \$ 450.00	<input type="checkbox"/> Prime – Double Space - \$400.00	<input type="checkbox"/> Standard – Double Space - \$275.00
<input type="checkbox"/> Platinum – Single Space - \$ 250.00	<input type="checkbox"/> Prime – Single Space - \$225.00	<input type="checkbox"/> Standard – Single Space - \$150.00

Arts and Crafts Vendor – One who showcases and offers for sale a variety of handmade, unique and specialty items or craft works that are not available in typical retail outlets. T-shirts, sunglasses or any other mass manufactured souvenirs, products or imported goods require a commercial booth and may not be sold in the Arts and Crafts Vendor area. Call 918-797-5097 if you are not sure whether or not your products qualify for Arts and Crafts.

<input type="checkbox"/> Single Prime \$100.00	<input type="checkbox"/> Double Prime \$190.00	<input type="checkbox"/> Triple Prime \$280.00
<input type="checkbox"/> Single Standard \$90.00	<input type="checkbox"/> Double Standard \$170.00	<input type="checkbox"/> Triple Standard \$260.00

Non-Profit Vendor - Not-for-profit organizations, as approved by the Stilwell Kiwanis Club, such as local church groups, school groups, or 501 (C)3 organizations.

Size of Booth Space Needed: 10' x 12' (single) \$40.00 10' x 24' (double) \$70.00

Electricity 110 needed OR 220 needed OR Have Quiet Generator OR Electricity Not Used

Note: Due to interference with the entertainment on the bandstand, no generators are permitted in the Commercial Prime or Platinum areas.

2019 STRAWBERRY FESTIVAL VENDOR BOOTH SPACE APPLICATION (continued)

Comments _____

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 on the Payout Page at www.strawberrycapital.com and click on the MARKETPLACE link at the top of the page.

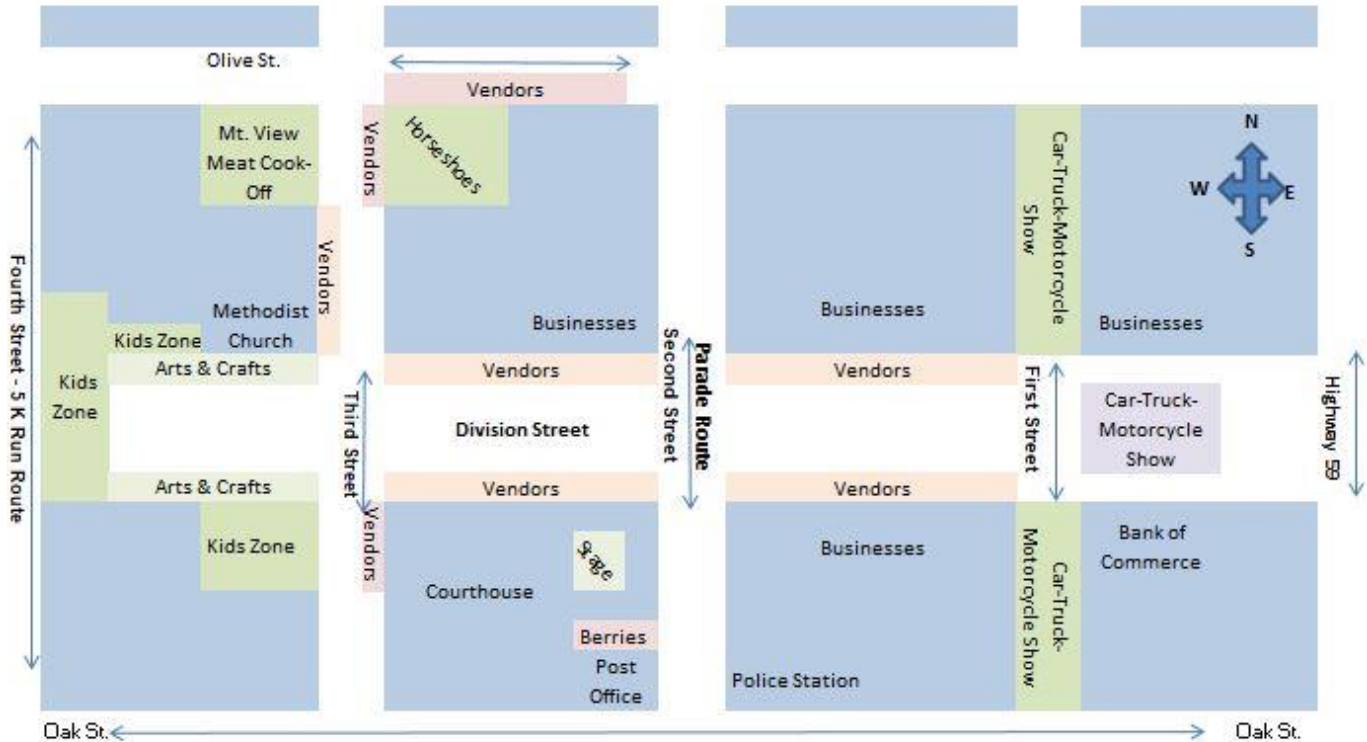
I am paying by: Cash Check Money Order Cashiers Check PayPal (Transaction Number) _____

Upon arriving, check in at the Kiwanis Club tent on north side of the Courthouse to be issued your festival permit and the location of your booth space.

DO NOT WRITE BELOW THIS LINE OFFICIAL USE ONLY

Application Fee Total Date Fee Received Check or Money Order # PayPal Transaction #

Downtown Festival Map



Booth Location Changes

Due to past overcrowding on Third Street we have changed the booth layout to allow for easy movement of festival attendees and space for emergency vehicles should that be necessary. We are adding spaces on Olive Street to accommodate non-profit vendors who are usually on Third Street.

Arts and Crafts

Arts and Crafts booths are located on Division St. between Third and Fourth Street. The Prime booths are the first few booths along Division beginning at Third Street. If necessary for overflow some Arts and Crafts vendors will be placed on Third Street at the side of the Methodist Church.

Commercial Booths

As with past years, the commercial booths are located on both sides of Division Street between First and Third Streets. There are only eight platinum booth spaces available, two on each corner of Second and Division Streets.

The only exception is if the corner booth is sold and a vendor wants the second space and needs a double or triple space. The premium fee will be charged for all spaces. The next few spaces away from Second Street will be Prime spaces and the rest will be Standard. Be sure to read the guidelines carefully as there is a booth height restriction on booth locations near the stage.

Non-Profit Booths

Non Profit Booths will be placed on Third Street and on Olive Street next to the Horseshoe Tournament area.

2020 Vendor Application Guidelines

- Spaces will be reserved only upon verification of application and payment received. If the section you selected is full, we will place you in the next available classification and refund the payment difference upon your arrival. NOTE: There are only eight Platinum booth spaces this year, two on each corner of Division and Second Streets. The only exception is if the first space is taken and you have a double or triple to fit into the second space.
- 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.
- Commercial Single booth spaces are 10' X 10' with a 6' aisle between every couple of booths.
- Arts and Crafts and Non-profit Single booth spaces are 10' X 12', with no aisles between booths.
- Sites with electricity are limited, so be sure to indicate on the application if it is needed. You must furnish your own extension cord(s) and standard 220 adaptors, if needed. Electricity is only available in a few arts and crafts sites (no 220) and is not available in the non-profit section. If electricity is needed in these areas, you will need to bring a suitable quiet generator (60 Db or less).
- Arts and Crafts Vendors, if you are not certain your products qualify for this area, please contact Stilwell Kiwanis at stilwellkiwanis@gmail.com or call 918-797-5097.
- Due to interference with the entertainment on the bandstand, no generators are permitted in the Commercial Prime or Platinum areas.
- If you are mailing in your application but want to use a credit card for payment, you can make payment with PayPal on our website, <http://www.strawberrycapital.com/vendors>.

2020 General Vendor Guidelines

- No alcoholic beverages may be sold on city streets at the festival, due to city ordinance.
- Booths located in the Platinum and Prime spaces on the south side of Division St. in the courthouse block may not exceed 14 feet in height so as not to block the view from the entertainment stage.
- 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, 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. If paying directly to the Oklahoma Tax Commission your Oklahoma State Tax Number must be on your application. If submitting through the Stilwell Kiwanis Club, bring taxes to the Kiwanis tent at end of business day.
- In case of severe weather or other emergency, official announcements will be made from the Kiwanis stage.
- There will be a public water tap available within a few blocks of your space. No hoses are allowed across sidewalks or walkways¹ and may NOT be left attached to a faucet.
- No merchandise may be placed beyond the outside line marked on the street. Canopies or awnings are allowed as long as there are no supports on the street that are outside of the allotted space. Vendors setting up outside the booth space parameter will be required to move into their space within 30 minutes or risk being shut down.
- Booths must be set up and vehicles off the street by 8:00 A.M. on festival day.
- Upon arriving at the festival, check in at the Kiwanis Club tent on the north side of the Courthouse to be issued your permit and the location of your booth space.