

# 2021 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 \_\_\_\_\_

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 Commercial Booth Space Needed:**  10' x 10' (single) OR  10' x 20' (Double) OR  10' x 30' (Triple)

**Size of Arts and Crafts Booth Space Needed:**  12' x 12' (single) OR  12' x 24' (Double) OR  12' x 36' (Triple)

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

Food Truck – One Space only. 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.

**2021 STRAWBERRY FESTIVAL VENDOR BOOTH SPACE APPLICATION (continued)**

Comments \_\_\_\_\_

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**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](http://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) \_\_\_\_\_

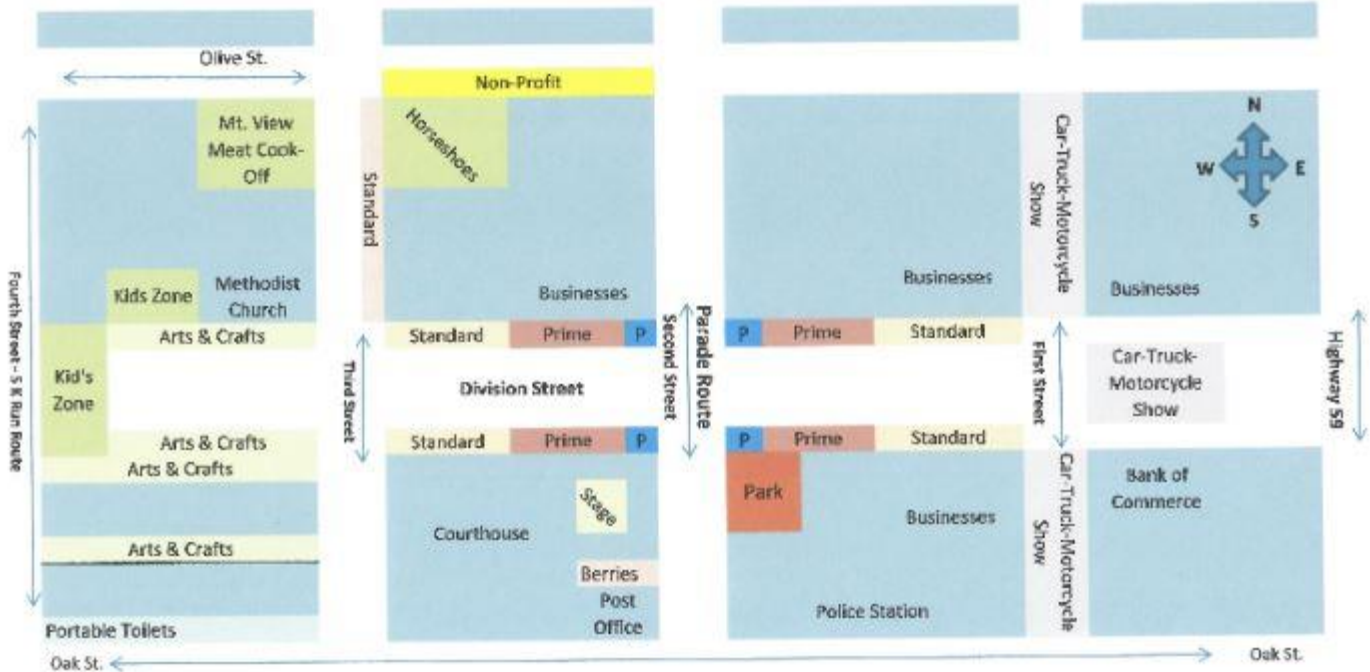
**Upon arriving, check in at the Kiwanis Club tent on north side of the Courthouse to be issued your festival permit and the location of your booth space.**

DO NOT WRITE BELOW THIS LINE OFFICIAL USE ONLY

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

# Downtown Festival Map



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## Booth Location Changes

Due to past overcrowding on Third Street we have changed the booth layout to one side of the street to allow for easy movement of festival attendees and space for emergency vehicles should that be necessary. These spaces will be assigned to commercial standard vendors. The non-profit booths will be located on Olive Street near the horseshow and Mountain View Meats areas. Additional Arts and Crafts booth space has been added to the paved lot across from the courthouse.

## Arts and Crafts

Arts and Crafts booths are located on Division St. between Third and Fourth Streets and on the paved lot on Third Street across from the courthouse (see map). The Prime booths are the first few booths along Division beginning at Third St.

## Commercial Booths

The commercial booths are located on both sides of Division Street between First and Third Streets and also on the east side of Third Street between Division and Olive (see map). 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. Standard spaces have also been added to the East side of Third St. between Division and Olive Sts. 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 (if spaces are available) and on Olive Street next to the Horseshoe Tournament area.

## 2021 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'.
- Arts and Crafts and Non-profit Single booth spaces are 10' X 12'.
- 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](mailto: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>.

## 2021 General Vendor Guidelines

- No alcoholic beverages may be sold on city streets at the festival, due to city ordinance.
- No dispensing or sales of any type of medication or controlled substances is allowed, informational materials only may be distributed.
- 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 walkways 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.
- No food preparation will be allowed in or adjoining the arts and crafts area. Any food items for sale must be prepared in a state-licensed facility and prepackaged with the license number on the label.