



OK Festival of Ballooning - Food Vendor Application

- Complete the information below and submit to bhall@muskogee parks.org or mail/deliver to: Muskogee Parks and Recreation Office, 837 E. Okmulgee, Muskogee, OK 74403. Questions, contact Brooke Hall at 918-684-6302 x1477.
Application information is due July 30, 2018. Upon selection, vendors will be notified and required to submit Vendor Fee by August 10th.
\$250.00 Vendor Fee per truck/vendor set-up. Fee includes set-up for Friday and Saturday event. Two parking permit per truck/vendor. All other vehicles must pay \$10 general parking fee per event. RV slip is available for \$10 per day.

Vendor Information

Business Name Date:

Contact Name

Mailing Address

City ST Zip

Email Address

Phone Cell Other

Truck/Vendor Set up Dimensions: Length Width

Awnings/Tents/Chairs: Length Width (total space requested)

Vendors Requests- Water: Yes No Electrical: Yes No RV Slip: Yes No

Additional set-up requests or needs, explain:

Event Times: Friday, August 17, 2018 6:00pm-10:00pm (Set up by 3pm. Inspection 3pm-5pm.)
Saturday, August 18, 2018 7:00am-10:00am (Optional)
Saturday, August 18, 2018 5:00pm-10:00pm (Set up 12pm-4pm.)

Event Location: Hatbox Field, 4000 Border Ave, Muskogee, OK 74401
(West at 69 & Border Street, North at S Hatbox Rd)

Application-Attachments Required:

- \* Menu w/price list \* Photo of Food Truck/Set-up \* Food Handler Permit (copy) \* Sales Tax Permit (copy) \*

## OK Festival of Ballooning – Vendor/Event Guidelines

- 50 amp hook-ups will be available first come, first serve. Please bring generators to guarantee power source.
  - Vendors are responsible for electrical cords and hook-up adapters, water hoses, buckets, etc.
  - Vendor will remain set-up and in operation for the duration of the event and posted event times.
  - Trash will be bagged and transported to receptacles and dumpsters designated for vendors.
  - Vendor area will be cleaned and picked up of all debris and trash by Sunday, August 19<sup>th</sup> 12:00pm.
  - Gray water may be emptied in the designated dump station located on the north side of Hangar #1.
  - Please place a barrier where needed to avoid grease or food residue from leaking on the pavement or grass. Proper grease disposal is required.
  - Health Department guidelines-vendors are subject to inspection and must comply with all state health regulations and guidelines.
  - Vendor understands this is a first year event and it is unknown how many guests will attend, attendance will be dependent on the weather, # of vendors and type of food represented will be considered upon selection. Vendor fee is non-refundable.
  - Vendor Exhibits/Set-up should be family-oriented. Set-up must be professional with appropriate signage. No handwritten signs or notices on display. Vendor will not be permitted to use excessively loud music or amplified announcements during operation at the Festival.
  - Event coordinators reserve the right to select or reject any vendor for any reason.
  - Food types will be limited to one vendor. Subject to the terms, vendor will only be allowed to sell items approved and specified in the application. No additional items may be added or substituted without specific permission from event coordinators. Event coordinators reserve the right to select or deny menu items and/or vendor applicants for any reason. Applicants will be considered on a first come, first serve basis.
  - Vendors must unload and set-up in designated area within required timeframe. Trucks and vehicles must vacate the area within one hour of the event start time.
  - Health Department Inspections are required and scheduled Friday, August 17<sup>th</sup> 3:00-5:00pm.
  - RV slips are available for vendors at \$10.00 per day.
  - Include all attachments requested, to be considered for acceptance.
- Exclusives:
- Sponsor Muskogee Love Bottling has exclusive rights on all beverages sells. Product and ice will be available to purchase at commissary on-site. Purchase and sales price will be consistent with all vendors; to be determined by event coordinators.
  - City of Muskogee and Muskogee Chamber has exclusive rights to sell event t-shirts and memorabilia. No vendor may use the event logo to create or sell any merchandise without permission.

As a potential vendor of the 2018 OK Festival of Ballooning, I have read and understand the guidelines as written and agree to abide by all requirements.

The City of Muskogee, Chamber of Muskogee, KC Aerosports, event sponsors, event staff and volunteers will not be liable for any losses or damages sustained by vendors.

Business Name: \_\_\_\_\_

Contact Name (Print/Type): \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_