



CultureFest



2018

Historic Downtown McAlester, Oklahoma

September 22nd - 10:00 am – 7 pm

& September 23rd - 11:00 am – 4 pm

Display & Vendor Application Packet

About The Festival

Thank you for expressing interest in **CultureFest!** We invite you to come and celebrate the cultural and linguistic diversity of our local communities. **CultureFest** is a 2- day FREE festival featuring international music and dance performances, hands-on activities for kids, artisan crafts, a variety of vendors and delicious ethnic food for sale. The festival is a gathering place whose sole purpose is to create a space where all can meet, share in, and learn about each other's cultures. Here you can take a passport and "travel the world in a day".

The McAlester Area Arts & Humanities Council is the lead organizing sponsor of **CultureFest** with McAlester Main Street and the City of McAlester as assisting organization sponsors along with the help of many community volunteers. We invite you to join us down on Choctaw Avenue in historic downtown McAlester, OK for our 6th Annual **CultureFest** and this "Celebration of Heritage". The festival provides businesses, organizations, and individuals the opportunity to display aspects of cultures unique to Oklahoma and the McAlester area while developing local community spirit and participation.

We want you to be a part of this culturally enlightening event. Attached, you will find our vendor registration package. Please read it carefully, complete the required forms and drop it by or mail to the address provided.

We look forward to seeing you at **CultureFest!**

BOOTH SPECIFICATIONS

- **Booth Size:** All vendor booths are 10' x 10' (If you are a food vendor and you need a 10' x 30' space, you will need three (3) booth spaces.)
- **Booth Space does not include tent.** There is no tent rental. All vendors are expected to provide their own tables and chairs. Vendors are also expected to supply their own display boards and proper signage. Do not tape, tack, or otherwise affix any materials or signs to walls, trees, lamp posts or other surfaces on public or private property.
- **Each vendor must be present with their items during the festival hours of operation.** Booths must be open and ready for business at 10:00 a.m. on Saturday and 11:00 am on Sunday and remain open through the closing time of 7:00 p.m. on Saturday and 4:00 p.m. on Sunday **No vendor may sublet to another vendor.**

- **All products, trailers, and supplies must fit within rented booth space.** Parking for trailers, etc will be available approximately 2 blocks from vendor area. No power is available in this area. Space assignments are determined based upon the Vendor Manager's discretion. This contract neither implies nor grants any preferential location.
- Food booths should be in keeping with the festival theme and represent a specific culture or ethnic organization. Cultural related decorations are encouraged for all booths. **All 16 oz. bottled water that is sold must be set at a standard festival price of \$2 per bottle.**
- Food vendors will be responsible for obtaining all necessary licenses and permits.
- Vendors are responsible for their own equipment as well as the cleanliness of their booth area and are responsible for accidents, damages or other loss incurred at their booth site. Damages caused at the festival by the vendor will be the responsibility of the vendor.
- No vehicles are allowed in the festival area during festival hours. All vehicles must be removed from festival site. Vendors will be notified of available parking upon arrival.
- Recycle bins will be available for vendors and the public. We would like vendors to utilize those bins and "Go Green" throughout the festival area. We also encourage you use eco-friendly materials and reduce the use of Styrofoam products. This will generate less waste.
- No vendor or their representatives shall conduct themselves in a manner offensive to general standards of decency or good taste. The **CultureFest** committee reserves the right to screen all booths and exclude inappropriate items. Music may not be played from any booth during the festival. In the event of inappropriate behavior, the booth will be forced to close and all fees forfeited.
- **No refunds in case of inclement weather** – "The show must go on – rain or shine!"
- **Electricity & Water:** All vendor booths have the option of with or without electricity. Water connections are available for food vendors only. Food booths will be allowed to purchase one 110 volt, 15 amp, 1650 watt circuit and/or one water source hookup. It is your responsibility to ensure that your appliances/electrical needs do not exceed the electrical capacity. If you have equipment that will require a 220 volt outlet – you must indicate that on your application. **Note: The 220 outlets are single phase "4 prong", 50 amp and "3-prong", 30 amp – you must adapt to these connections - no exceptions will be made!** Outlets for both electric and water are limited and will be reserved on a first come, first served basis according to application receipt/payment. *Cord length to the plug and hose length to the water source is the sole responsibility of the renter. Please bring extra, just in case.*
- **Security:** Security is provided throughout the festival (day & night). The **CultureFest** Committee and its sponsors do not assume liability for any lost, stolen, or damaged material or equipment.
- **Sales Tax Information:** Compliance with applicable state or federal laws is the responsibility of the vendor, business or organization.
- **Take Down Information:** As a courtesy to all vendors, businesses and organizations, all booths must remain in place and take down vehicles may only enter the festival site at the close of the festival at 4:00 pm on Sunday. Booth site must be left clean and free of debris at the end of the festival.
- **Please Note:** Festival site is located in an open downtown street area and may be subject to dust, wind and other elements.
- **CultureFest** reserves the right to decline any application at their sole discretion. **Organizations promoting political, social, religious or other related issues shall be denied participation.** Each vendor must abide by/comply with all **CultureFest** and City of McAlester rules, regulations and ordinances.

No faxed or e-mailed applications will be accepted! Please make your checks payable to "CultureFest"

**For more information, call or text Mary @ (918) 429-5750
or email: mcartscouncil@yahoo.com**

Presented By:





VENDOR / DISPLAY APPLICATION

6th Annual CultureFest
September 22nd & 23rd, 2018



PLEASE PRINT

Name of booth (as it should appear in print): _____

Contact Person Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: _____ Cell: _____

E-mail: _____

OKLAHOMA SALES TAX NUMBER: _____

What Culture Will Your Booth Represent? _____

Type of product(s) you will be selling: _____

Please attach a separate sheet with pictures representative of products you will be selling.

Calculate Your Booth Price:

10' X 10' Booth Space - \$80.00

Water - \$15.00 (per hook-up) Electric - \$15.00 (per hook-up)

			Sub Total	Electric	Water	
Food Booth:	Please Reserve _____ Spaces @ \$ 80	= \$ _____	+	\$ _____	+	\$ _____ = \$ _____
Sales Booth:	Please Reserve _____ Spaces @ \$ 65	= \$ _____	+	\$ _____	+	\$ N/A = \$ _____
Display Booth:	Please Reserve _____ Spaces @ \$ 65	= \$ _____	+	\$ _____	+	\$ N/A = \$ _____
Electricity Needed if Checked Above _____ 110V or _____ 220V						Total Enclosed \$ _____

Indicate size of sales trailer (if used instead of a tent for your booth): _____

The **CultureFest** participant does hereby agree to forever release, discharge, defend, indemnify and otherwise hold harmless the City of McAlester, Oklahoma, the McAlester Area Arts & Humanities Council, McAlester Main Street or the **CultureFest** Committee, their officials, employees, agents and servants, of, from, and against any and all claims, demands, expenses, or losses of any kind whatsoever, due to personal injury (including death) and/or property damage arising from or during, on account of, or in any way related to participating in **CultureFest**.

By signing below, **CultureFest** participant agrees to all terms and conditions as stated in the application.

Signature: _____ Date: _____

Mail OR Deliver Signed Application and Payment to:

CultureFest
McAlester Area Arts & Humanities Council
P O Box 1446 (Mailing) 30 E. Choctaw Ave (Physical)
McAlester, OK 74502 McAlester, OK 74501

Please Make A Copy Of Application For Your Records