



# Rooster Days Festival

## May 11, 12, 13 & 14, 2017

### Food Vendor Application

Thank you for your interest in being a food vendor at the 2017 Rooster Days Festival in Broken Arrow. We want to take this opportunity to share with you the procedures in becoming a vendor in our festival. We also ask that you keep this letter in your files for further reference.

#### **Application Procedure: DEADLINE: Friday, March 3, 2017**

Please complete and return the following to complete your application:

1. Application Form
2. Copy of printed menu with prices
3. At least 1 photo (no larger than 4" x 6") showing your overall trailer display.
4. **DO NOT SEND MONEY UNTIL YOU ARE ACCEPTED AS A 2017 VENDOR**

#### **Notification**

If you are accepted as a vendor at Rooster Days, you will be sent an acceptance letter with a contract. This contract must be returned to us with your required payment, proof of insurance and tax permit.

Please omit Corn Dogs from your menu as we have entered into an exclusive agreement for this item.

#### **Waiting List:**

If our response to you indicates you have been placed on a waiting list, you will remain on the waiting list until there is an opening. If an opening becomes available, we will notify you immediately and send you the necessary contract to be returned to us with the required payment.

#### **Rates:**

Our current space rental rate for food vendors is:

\$500 flat fee, \$25.00 maintenance deposit, vendor retains 75% of gross sales

Space Rental fee is non-refundable, \$25 maintenance deposit will be refunded after festival

#### **Bank:**

**Rooster Days will only accept coupons as payment. Payment to vendors will be made in the form of check at scheduled weigh-in time. There will be NO opportunity on-site for cashing checks. Please plan accordingly.**

**If any vendor selects to take cash as payment during the festival, they will be asked to close and cash out immediately. The vendor will retain 65% of gross sales. Move out will still be Sunday night at the close of the festival.**

Please understand that no application materials, including pictures and/or menus, will be returned.

## IMPORTANT INFORMATION REGARDING FESTIVAL

### **Location:**

Central Park, 1500 S. Main, Broken Arrow, Oklahoma

### **Important Dates and Times:**

**MANDATORY FOOD VENDOR MEETING: Wednesday, May 10: 10:00 a.m.**

**SET-UP and Health Department Visits** --- Wednesday, May 11 from 10:00am - 5:00pm and Thursday, May 11 from 8:00am – 12:00pm.

**All vendors must be set up and operational by Noon on Thursday, May 11.**

### **Festival Hours:**

Thursday, May 11: 4:00 p.m. to 11:00 p.m.

Friday, May 12: 4:00 p.m. to 11:00 p.m.

Saturday, May 13: 10:00 a.m. to 11:00 p.m.

Sunday, May 14: 12:00 p.m. to 6:00 p.m.

### **Entry Deadline:**

All applications must be received by March 3, 2017. You will receive written notification of acceptance or waitlist status by March 8, 2017.

### **Additional information:**

If vendors leave before the end of the festival, the Rooster Days Committee reserves the right to refuse participation in future Rooster Days Festivals.

Vendors will receive a “check in” packet on set-up day with Vendor ID and other information. Please wear your ID at all times. This will help security recognize you as vendor.

**Tax rate:** The current rate is 8.517%

(If you do not have a permit, tax will be collected at the end of the festival.)

### **Parking:**

Vendor daily parking will be available on site. Vendors will each receive 2 parking passes. Parking passes must be displayed in the front window.

Refrigerated supply truck parking will be provided on site. You will need to provide your own extension cords for plugging in.

No vehicles may be parked in front of any doors except for loading or unloading on set-up day. If you park in unassigned areas your vehicle may be towed at owner's expense.

### **Security:**

Security will be on duty around the clock. The community center building will be locked at 11:00 p.m. each night of the festival. The committee has hired security for the entire festival.

If you have any questions, call us at (918) 893-2103 or email [jessica.mugg@bachamber.com](mailto:jessica.mugg@bachamber.com).

## FOOD VENDOR APPLICATION - *DUE March 3, 2017*

**\*\*\*APPLICANTS MUST SUBMIT THIS APPLICATION, A PHOTO OF THEIR CONCESSION AND A PRINTED MENU BY THE DEADLINE IN ORDER TO BE CONSIDERED FOR FESTIVAL. VENDORS WILL BE NOTIFIED OF ACCEPTANCE OR DENIAL BY MARCH 8, 2017.\*\*\***

2017 Festival costs: Vendor Fee - \$500 & \$25 maintenance deposit. Vendor retains 75% of gross sales.

If accepted, all vendors will be required to return signed contract, vendor fee, and proof of insurance.

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED—Please type or print legibly**

Concession Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ok to text this number? Yes or no

Email: \_\_\_\_\_ Web site: \_\_\_\_\_

Are you a returning vendor to Rooster Days? Yes or no

### **Electrical Requirements (please be very specific!):**

What are your amp requirements? \_\_\_\_\_

### **Site Requirements:**

Size (indicate FULL dimensions, including any tongues, canopies, etc. )

LENGTH: \_\_\_\_\_

WIDTH: \_\_\_\_\_

**Don't forget to attach a picture!**

\*\*Any discrepancy in the amp requirements requiring the use of a generator or pulling more amps than listed, will result in an additional charge to the vendor.

Are you capable of operating independent of electrical and/or water hookup? ( ) Yes ( ) No

Do you have a generator that you would be willing to use? ( ) Yes ( ) No

Are you self-contained for water? ( ) Yes ( ) No

Are you capable of operating out of opposite sides at the same time: ( ) Yes ( ) No

Rooster Days reserves the right to request references for any applicant.

\*\*All vendors must comply with Oklahoma State Health Department Guidelines. Rooster Days is not responsible for lost business due to non-compliance. \*\*

Please return application, photo, and menu by **March 3, 2017** to:

**BA Chamber, attn: Rooster Days  
210 N Main, Suite C  
Broken Arrow, OK 74012**

**OR by email: [Jessica.Mugg@BACHamber.com](mailto:Jessica.Mugg@BACHamber.com)**