

2018 ROOSTER DAYS

INDOOR MARKETPLACE EXHIBITOR APPLICATION

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

APPLICATION DEADLINES:
FOR EARLY DISCOUNT: NOVEMBER 30, 2017
ALL APPLICATIONS: APRIL 12, 2018

Festival dates and hours:

Thursday, May 10: 4:00 p.m. to 10:00 p.m. / Friday, May 11: 4:00 p.m. to 11:00 p.m.
Saturday, May 12: 10:00 a.m. to 11:00 p.m. / Sunday, May 13: 10:00 a.m. to 6:00 p.m.

Application Procedure:

Please complete and return the following to complete your application:

1. Application Form
2. Tax permit (*if you are exempt please note on the application*)
3. Signed contract
4. Two photos (no larger than 4" x 6") showing the detail of the product you sell, as well as your overall booth display. (*Please understand that the pictures or samples of your merchandise cannot be returned*)
5. Payment in the form of a check or money order. (Please make checks payable to the Broken Arrow Chamber)

Payment is due at time of application. Payment will not be processed until you are accepted as a vendor. If you are not accepted as a vendor, or all spots are full, we will mail your payment back.

Notification:

If you are accepted as a marketplace vendor, you will be notified via email of your acceptance.

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 rates for booth rental are as follows: (*Tents, tables and chairs are not included*)

- \$150 for a 10x10 booth space if submitted by November 30, 2017
- \$200 for a 10x10 booth space if submitted after Nov. 30, 2017
- \$225 for a 10x10 booth space with electricity if submitted by Nov. 30, 2017
- \$275 for a 10x10 booth space with electricity if submitted after Nov. 30, 2017
(*Limited to 300 watts-110 voltage. If more wattage is required, special arrangements need to be requested ASAP*)

**Using electricity without prior consent will result in a \$50 per day charge to the vendor booth.

****Electricity is limited and will sell out. We suggest you apply early.

2018 ROOSTER DAYS INDOOR MARKETPLACE APPLICATION

This application must be filled out COMPLETELY and LEGIBLY for consideration.

APPLICATION DEADLINES:

FOR EARLY DISCOUNT: NOVEMBER 30, 2017

ALL APPLICATIONS: APRIL 12, 2018

Booth Name: _____

Contact Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone 1: _____ **Phone 2:** _____ **Fax:** _____

Email Address: _____

Website Address (if applicable): _____

Oklahoma Sales Tax ID #: _____

Booth rental: *(please check which type of booth you are applying for)*

_____ \$150 for a 10x10 booth space if submitted by Nov. 30, 2017

_____ \$200 for a 10x10 booth space if submitted after Nov. 30, 2017

(you may purchase up to four 10x10 spaces)

_____ \$225 for a 10x10 booth space with electricity if submitted by Nov. 30, 2017

_____ \$275 for a 10x10 booth space with electricity if submitted after Nov. 30, 2017

(limited to 300 watts-110 voltage)

Number of 10x10 spaces? (Maximum of 4) _____ **Total Due? \$** _____

List all items that will be for sale in booth, or attach pamphlet:

****PAYMENT IS DUE AT TIME OF APPLICATION!****

Please mail your application, photos, payment and sales tax permit to:

Broken Arrow Chamber of Commerce

Attn: Rooster Days Marketplace

210 North Main Street, Suite C

Broken Arrow, OK 74012

OR email to roosterdays@gmail.com

Please make checks payable to: Broken Arrow Chamber

**2018 ROOSTER DAYS INDOOR MARKETPLACE CONTRACT
RULES & REGULATIONS**

Must be signed and returned with application

I, _____ (full legal name of person or entity) agree to participate in Rooster Days to sell and display arts & crafts (handmade items) or trade (commercial items).

1. Items offered for sale in the 2018 Rooster Days Marketplace will be limited to arts & crafts/trade items.
2. No refunds will be given for cancellations.
3. No booth may be sub-leased to another vendor by a vendor who can no longer attend the show but has paid booth rental. (A vendor who finds he/she cannot attend the show after paying for his booth cannot assign booth to another vendor). You must notify us.
4. All vendors are responsible for their own displays, tables, chairs, backdrops, signs, and extension cords for electricity.
- 5. Not being set up by 1:00pm on Thursday, May 10, 2018 will forfeit your booth space and no refunds will be given.**
6. Broken Arrow Chamber of Commerce reserves the right to refuse any vendor(s) or item(s) applying for booth rental.
7. Items that may NOT be sold inside are as follows: Unpackaged food or candy, un-bottled beverages or carnival type food, weapons of any type and any material that would be considered offensive or in poor taste. **PACKAGED FOODS MAY BE SOLD INSIDE ONLY WITH THE HEALTH DEPARTMENTS APPROVAL. THE HEALTH DEPARTMENT WILL BE IN THE BUILDING CHECKING ON FOOD PRODUCTS.**

FULL RELEASE OF ALL CLAIMS:

I, the undersigned, do hereby fully release and hold harmless Rooster Days, its Board of Directors, Sponsors, and the City of Broken Arrow, from any and all responsibility, claim, causes and action, injuries, judgments or other damages of any nature whatsoever directly or indirectly caused by the willful or negligent acts of Rooster Days, the City of Broken Arrow or any other person and/or entity arising from my participation in or presence at the foresaid Rooster Days.

The Broken Arrow Area Chamber of Commerce, Rooster Days Committee and City of Broken Arrow shall not be liable for the results of any accident, damage, lost profits, theft, or any other loss to any person or article, employee by or the possession of myself while on the grounds of the Rooster Days festivities, whether such occurs during the time of preparation, for the period of the Rooster Days festivities or the removal of equipment or material after the event.

Authorized Signature _____ Date _____

**2018 ROOSTER DAYS FESTIVAL
INDOOR MARKETPLACE - IMPORTANT INFORMATION**

Please read this information carefully and keep this page in your files for further reference.

LOCATION:

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

FESTIVAL DATES & HOURS: Thursday, May 10 – Sunday, May 13, 2018

Thursday, May 10: 4:00 p.m. to 10:00 p.m. / Friday, May 11: 4:00 p.m. to 11:00 p.m.

Saturday, May 12: 10:00 a.m. to 11:00 p.m. / Sunday, May 13: 10:00 a.m. to 6:00 p.m.

ENTRY DEADLINE:

All applications must be received by Friday, April 12, 2018. You will receive notification of acceptance or waitlist status (via email) no later than Friday, April 20, 2018.

SET UP:

Wednesday, May 9, 2018: 4:00pm – 7:00pm & Thursday, May 10, 2018: 8:00am - 1:00pm

All vendors must be set up by 1:00pm on Thursday, May 10, 2018

All vehicles must be removed from festival lot area by 10:00am on Thursday, May 10

PARKING:

Vendor parking is available on site. Each vendor will receive **two parking passes**. Parking pass must be displayed in the front window of the vehicle.

Additional parking passes are available for \$10 each.

Parking for trailers will only be available if approved BEFORE the festival. There will be a \$50 daily charge for trailer parking. Trailer Parking is VERY limited!!!

TAX RATE:

The current tax rate is 8.417%. If you do not have a permit, tax will be collected at the end of the festival.

SECURITY:

Security will be on duty around the clock. The building will be locked at 11:00pm each night of the festival. The committee has hired security for the entire festival. A security officer will not be stationed inside building. They will walk through the building after opening and after closing.

EXHIBITOR PASSES:

You will receive a “check in” packet on set-up day with up to (2) exhibitor’s ID passes and other information. It is mandatory that you wear your ID at all times; this will help security recognize you as an exhibitor. Additional vendor passes are available by request.

TEAR DOWN:

Sunday, May 13, 2018: 6:00 p.m. – 7:00 p.m.

BOOTHS MUST BE REMOVED BY 7pm

ADDITIONAL INFORMATION:

Booths must remain open the entire time the festival is open. If booths are removed before the end of the festival, the Rooster Days committee reserves the right to refuse participation in future Rooster Days festivals.

Questions? Contact Leona Nash at 918-893-2100 or Leona.Nash@BAChamber.com