



City of Stillwater City Manager's Office
Attn: Teresa Kadavy
723 South Lewis
Stillwater, OK 74074
Business/Organization Booth Application

Event: 2018 City of Stillwater Special Events

Dates:

Table with 3 columns: Date, Event Name, and Time. Rows include dates from May 18, 2018 to September 21, 2018, all for 'Friday Food Trucks and Tunes' at '6-10pm'.

Location: The events take place outdoors in Downtown Stillwater at Block 34, 8th and Husband. Business/Organization Booth vendors will be emailed detailed event map and setup information prior to each event.

Booth Application & Entry Fee: Please read this section carefully - Incomplete Applications will not be accepted. Your Booth Application and Entry Fee(s) are due no later than April 30, 2018. In addition, the business/organization booth vendor must, by this date, submit copies of proper State of Oklahoma Sales Tax Permit, City of Stillwater Itinerant Merchant/Peddler's License, and Certificate of Liability Insurance naming the City of Stillwater as an additional insured. No application will be complete without these items and no agreement is accepted in their absence. Any returned check shall be subject to a \$25 returned item fee per instance. Any such additional fee must be paid, for this contract to be accepted. Please see the 2018 Vendor Application Checklist on the Business/Organization Booth Application to ensure your application is complete.

Booth Requirements:

- Self-contained; electricity and water will NOT be provided.
Early dismantle is not allowed under any circumstances.
All trash and debris must be cleared from the event area at event close. Failure to properly clear grounds shall result in a \$75 cleanup fee assessment.
Generator noise output must be limited to 75dB. The City of Stillwater is dedicated to providing a safe environment for its citizens. In an effort to prevent hearing loss due to the exposure of high noise levels and to provide guests with a more desirable event environment, all vendors must limit the noise output from portable generators to 75dB. City of Stillwater staff will be glad to assist vendors in this effort by measuring the noise output using a Permissible Noise Dosimeter and offering suggestions.
Only one truck, trailer, or tent permitted per vendor booth space. "Tow" vehicles and equipment must be removed from the event area.
Trucks/trailers/tents may NOT be removed until the event concludes.
Vendors must submit all required documentation with the Booth Application.
One vendor per booth space.

INSURANCE REQUIREMENTS -PRESENT THIS TO YOUR INSURANCE AGENT

As a Business/Organization Vendor, you must provide the City of Stillwater with proof of liability insurance. Liability insurance is required in the amount of \$25,000 for property loss per claimant arising out of a single act, accident or occurrence; \$1,000,000 (1 million) aggregate for any number of claims arising out of a single accident or occurrence; and \$125,000 per claim per claimant for bodily injury arising out of a single act, accident or occurrence.

The City of Stillwater, Oklahoma, P.O. Box 1449, Stillwater, Oklahoma 74076, shall be named as an additional insured on the Comprehensive General Liability policy in amounts equal to the liability limits for political subdivisions set forth in the Oklahoma Governmental Tort Claims Act, 51 O.S. §151, et seq. Provided, however, this shall not preclude you from carrying insurance in amounts exceeding said liability limits so long as the City is not named as an additional insured in any amount in excess of said statutory liability limits.

Booth Space and Location: Booth spaces will be assigned, no bigger than 30' x 10' in dimension. Each vendor is responsible for bringing leveling equipment for their rig. These streets have a significant crown and most vendors will need leveling equipment in order to operate safely and efficiently.

Booth Selection: Business/Organization participants and booth locations will be selected based on the criteria below. The number of vendor selection may be different for each event depending on the space available.

- Date/time of application and all forms are received
- Paid in full for all 5 events
- Electronic sales list received
- Logo received

Important Event Information:

- All decisions made by the event committee and/or coordinator are final.
- In case of inclement weather, you will be contacted by the event coordinator if the event is canceled. An email address is required for contact purposes. Refunds are not available.
- The City of Stillwater will not be responsible for any loss or injury, which may occur due to acts of God, illness, or the negligence or intentional acts of third parties. Business/Organization Booth Vendor is solely responsible for obtaining all permits, licenses, and certificates of liability.

Application Deadlines: The deadline to apply is **April 30, 2018**
Late applications will be accepted if space is available.
Refunds are not available.

If you have any questions about the event, please contact Teresa Kadavy, at 405-742-8290 or tkadavy@stillwater.org.

We hope you will be joining us this year!

Mail Application: City of Stillwater
City Manager's Office
Attn: Teresa Kadavy
723 S. Lewis
Stillwater, OK 74074

Email Application: tkadavy@stillwater.org

BUSINESS/ORGANIZATION BOOTH APPLICATION 2018
DEADLINE: APRIL 30, 2018

Name of Business: _____

Contact Person: _____

Telephone Number: (work) _____ (home) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

What are your booth plans? (Product displayed and /or sold, information provided, giveaways or contests, etc.)

The Event Committee may limit your selection to avoid unnecessary duplication among vendors.

Please indicate what equipment you have (only 1 truck, trailer, or tent per vendor space permitted):

- Truck Yes _____ No _____ Size _____
- Trailer Yes _____ No _____ Size _____
- Tent Yes _____ No _____ Size _____

Booth spaces will be assigned and 30' x 10' in dimension. Electricity and Water will NOT be provided due to limited resources. All units must be self-contained. Generator noise level output may not exceed **75dB** (City of Stillwater will be testing noise level output).

Did you Participate in Friday Food Trucks and Tunes in 2017? Yes _____ No _____
If so, how many events? # _____

Social Media Marketing: *We encourage vendors to utilize Social Media Marketing for events*

Business Account Facebook: _____

Other Forms of Social Media Used: _____

Entry Fees (Please select all dates that apply)

\$50	___ May 18, 2018	Friday Food Trucks and Tunes	6-10pm
\$50	___ June 15, 2018	Friday Food Trucks and Tunes	6-10pm
\$50	___ July 20, 2018	Friday Food Trucks and Tunes	6-10pm
\$50	___ August 17, 2018	Friday Food Trucks and Tunes	6-10pm
\$50	___ September 21, 2018	Friday Food Trucks and Tunes	6-10pm

_____ **Total Due:**

If paying with credit card, please include the card information: Type of card: _____

Card #: _____ 3 digit code on back: _____ Expiration Date: ___/___

Name on Card: _____ Billing address: _____

This is a flat entry fee and the City of Stillwater will not collect a percentage of your profits. **Refunds are not available.** Please make all checks payable to: City of Stillwater.

The 2018 Booth Application Checklist:

- 2018 Booth Application & Entry Fee (\$50/event)**
- Copy of State of Oklahoma Sales Tax Permit**
- City of Stillwater Itinerant Merchant/Peddlers License**
- Certificate of Liability Insurance naming City of Stillwater as an additional insured
(Please see Insurance Requirements)**
- Electronic Sales List - Email your menu to Teresa Kadavy at tkadavy@stillwater.org**
- Logo - Email a copy of your logo (high resolution jpg) to Teresa Kadavy at tkadavy@stillwater.org**

The above organization and its representatives agree to comply with the general provisions for Business/Organization Booth Vendor as established by the City of Stillwater.

Signature: _____
Authorized Representative

Date_____