



**City of Stillwater  
Halloween Festival 2019  
Business/Organization Booth Application**

**GENERAL INFORMATION**

**Event:** Halloween Festival  
**Date:** Tuesday, October 29  
**Time:** 5:00 -8:00 pm.

**Location:** The event takes place outdoors on Main Street between 7<sup>th</sup> and 10<sup>th</sup> Avenues. Business/Organization booths will be set up on Main Street between 8<sup>th</sup> and 10<sup>th</sup> Avenues. Vehicles will be allowed to enter the event area from 3 – 4:30pm to setup. All participants must be ready to “trick or treat” at 5 pm. The event ends at 8 pm. 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.

**Vendor Requirement:** There is no application fee for Business/Organizations to participate. Participates are required to provide candy for trick-or-treating.

**Vendor Booth Space and Location:** Booth spaces will be assigned on a first come, first serve basis. Space is limited. One (1) 6 ft. table and two (2) chairs will be provided. Participants may bring their own table decorations for the booth. Any decorations larger than table size require prior approval by the Event Coordinator by calling Stephanie Kinder at (405) 533-8433.

**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.
- 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.

**Application Deadlines:** The deadline to apply is Monday, **October 21, 2019**  
Late applications are not accepted.

**Mail:** City of Stillwater  
ATTN: Stephanie Kinder  
315 W. 8th  
Stillwater, OK 74074

**Email:** [skinder@stillwater.org](mailto:skinder@stillwater.org)

**Fax:** (405) 533-8022

If you have any questions about the event, please contact Stephanie Kinder at (405) 533-8433.

We hope you will be joining us this year!



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**DEADLINE: October 21, 2019**

Name of Business / Organization:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Telephone Number:

(work) \_\_\_\_\_ (home) \_\_\_\_\_

Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Booth spaces will be assigned. One (1) 6 ft. table and two (2) chairs will be provided. Electricity and Water will NOT be provided due to limited resources.

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

**Signature:** \_\_\_\_\_

Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_