

SKIATOOK CHAMBER OF COMMERCE



Skiatook Central Park

Highway 20 at Locust, Skiatook, OK

September 16, 2017

VENDOR / EXHIBITOR REGISTRATION FORM

Pioneer Day 2017 in the Skiatook Central Park offers a great pedestrian friendly site with a wonderful “park atmosphere” that encourages folks to hang around all day. We are adding a few more spaces this year but electric hook ups (especially 220) are still limited, so your best bet is to register immediately if you need electric.

You will NOT be able to drive up to your booth areas to unload so please plan accordingly.

Please note the items below as you make plans to be a part of Pioneer Day Festival 2017.

For more information contact Skiatook Chamber @ (918) 396-3702 or s-upton@sbcglobal.net

Sales Tax Event Number SLP1026552113

PLEASE BE AS COMPLETE AS POSSIBLE IN FILLING OUT YOUR FORM.

LAST MINUTE “SURPRISES” (like needing an additional 12 ft. or bringing a trailer instead of a table) MAY RESULT IN THE VOIDING OF YOUR APPLICATION.

Electric Hook Ups / Spaces:

We anticipate having enough electric hook ups based on previous years. However, if we run out of electric hook ups, we will assign them with preference to those who ***require it for the operation of their booth***. As such, these spaces are charged at a higher rate. Please be sure to indicate your electric needs ***IN DETAIL*** in the appropriate places on your form. Also, bring grounded extension cords and multi-plug ends, as some booths may be 20-25 feet from the nearest electric box. **IF YOU PREFER TO USE A GENERATOR, WE WILL NEED TO PLACE YOU TO THE OUTSIDE EDGE OF THE FOOD COURT FOR NOISE ABATEMENT.** Booths spaces will be 12' X 12' (multiple spaces can be reserved—see fee schedule). ***WATER IS AVAILABLE FOR FILLING TANKS AND SUCH, BUT NO BOOTHS WILL HAVE DEDICATED HYDRANTS.***

Parking and Unloading

You will be able to pull into the general parking area to unload, but will not be able to park by your booth to unload. As soon as you are unloaded ALL vehicles not part of the booth itself will need to be moved to the vendor parking area. Vendors requiring trailers or other large vehicles to operate their booth will be placed appropriately for pull in, but should plan to arrive as early as possible to make set up easier.

Booth Set Up & Tear Down

Booth set up will begin at 6:00 AM to 8:30 AM on Saturday, September 16, 2017. The final event of the evening at the festival grounds will conclude by 6:00 pm. The carnival will continue until later, but the main festival area will close at 6:00 pm to allow people to attend the Pioneer Day Rodeo. The carnival will be open Thursday and Friday (6:00-10:00 pm) as well. Vendors wishing to set up Friday night may do so, but they do so at their own risk and must contact the Chamber ahead of time so as to set up in the space they will occupy on Saturday.

**ALL VENDORS SHOULD CHECK IN AT HEADQUARTERS WITH ONE OF THE
CHAMBER
REPRESENTATIVES BEFORE SETTING UP ON THE DAY OF THE EVENT TO BE SURE
THEY ARE IN THE RIGHT LOCATION.**

DEADLINE TO REGISTER IS SEPTEMBER 5, 2017.

NOTICE: Food vendors are all placed in a general “food court” area. There is an exclusive contract with the carnival for funnel cakes, corn dogs and snow cones. Other than that, the Chamber does not limit multiple vendors selling the same products, but we will do our best to space out competing vendors. The Chamber reserves the right to refuse the application of any vendor or exhibitor it does not feel is appropriate for this event and to stop receiving applications when the September 5th deadline has passed or spaces are full, whichever comes first.

Completing this application does not guarantee a specific space. The Chamber reserves the right to assign spaces in accordance with the resources available to them at the time the application is received. If a special request cannot be met, the vendor will be notified. All vendors who are accepted and assigned a space will be notified of such. However, the Chamber maintains the right to adjust space assignments until the day of the event to allow for issues that may be caused by weather, cancellations or other unforeseen circumstances. Vendors are personally responsible for collection / payment of all sales taxes that are required by state and/or local laws.

The Chamber assumes no liability for a vendor’s products, services or equipment.

PLEASE KEEP THIS PAGE FOR YOUR REFERENCE
RETURN THE FOLLOWING PAGES TO COMPLETE
YOUR REGISTRATION.

REGISTRATION DEADLINE - SEPTEMBER 5

VENDOR / EXHIBITOR REGISTRATION

Business Name: _____

*(Please list **specifically** how you want to be identified on the Pioneer Day Vendor List...if your lodge, troop, union, etc. has a specific number, please indicate this as we may have multiple groups with similar names.)*

Contact Person(s)

Business and mobile number(s)

Address: _____

City _____ State _____ Zip _____

Email: _____

Is your booth primarily: Food Concessions Product/Craft Sales Information / Demonstration

Is electricity ESSENTIAL to your booth display or the selling of your product? Yes No

If electricity is essential, what are the **required amps, breakers and volts?** _____

How big is your booth? Note: Booth spaces are 12' X 12'. If your booth cannot fit into this space (or multiple spaces of 12X12), you will need to contact the Chamber office to see if we can accommodate you.

Describe the "construction" of your booth (i.e. tables, display racks, tent, trailer, inflatable game, etc.) If a trailer, we need the specific dimensions of the trailer and location of serving window for accurate placement.

Describe the purpose of your booth: (What are you selling, presenting, giving away, etc? Please be specific concerning food menu items offered).

FEE SCHEDULE: Check where appropriate:

	1 Space	Additional Space	Electric Hook Up
Non-Chamber Member	<input type="checkbox"/> \$125	<input type="checkbox"/> \$25	<input type="checkbox"/> \$25
Chamber Member	<input type="checkbox"/> \$25	<input type="checkbox"/> \$25	<input type="checkbox"/> \$25
Non-Profit Group	<input type="checkbox"/> \$75	<input type="checkbox"/> \$25	<input type="checkbox"/> \$25

Total amount due: _____ Payment due with this application

Check \$ _____

Cash \$ _____

Credit Card:\$ _____

Credit Card Number: _____

Billing Zip Code: _____ CVV: _____ Exp. Date: _____

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Please sign and return with payment to:

Skiatook Chamber of Commerce
Attn: Stephanie Upton
P.O. Box 272
Skiatook OK 74070

Questions: 918.396.3702

Authorized Signature

Date

FOR CHAMBER USE ONLY

Amount received: _____ Date Received: _____

Check # _____ Cash Credit Card Receipt issued? Yes No

Received by: _____