

# 41ST ANNUAL INTERNATIONAL FESTIVAL

**Elmer Thomas Park  
3<sup>rd</sup> & Ferris - Lawton, OK**

**September 25-27, 2020**

## Vendor / Display Application

### About the Festival

The International Festival began in 1979 as an “Ethnic Exposition” and was created out of a desire to promote greater awareness and appreciation of Lawton’s diverse heritage. The Lawton Public Library and Cameron University sponsored the project with assistance from the City of Lawton and community volunteers. In 1982 the event’s name was officially changed to the “International Festival” and over the years has grown into a three-day event averaging 30,000 in attendance. The festival provides local ethnic organizations and other groups and individuals an opportunity to display aspects of their culture that makes the Lawton Fort Sill Community so unique, while developing community spirit and participation through involvement of local residents, civic organizations, businesses and schools. The festival is a family-oriented event full of fun, food, children’s games and activities, demonstration artists, sales and display vendors, and multi-cultural entertainment.

### CALENDAR

Friday, June 12	Deadline for applications
Late July	Acceptance letters mailed
Early Sept	Festival guidelines and vendor packets mailed
Wednesday, Sept 23	Early set up 5:00 pm to 8:00 pm (No electrician on site)
Thursday, Sept 24	Set up from 9:00 am to 8:00 pm (Electrician on site from 5 pm – 8 pm)
Friday, Sept 25	Set up from 9:00 am to 3:00 pm (Food Booth inspections start at 10:00 am)
Friday, Sept 25	Festival hours are 5:00 pm – 10:00 pm / Opening Ceremony at 5:45 pm
Saturday, Sept 26	Festival hours are 11:00 am – 10:00 pm
Sunday, Sept 27	Festival hours are 12:00 noon – 5:00 pm



# Booth Space Specifications

- **Food Booth Available Spaces:**

Option 1 is a 10' x 20' space --- Commercial vendor = \$365 / Non-profit vendor = \$165

Option 2 is a 10' x 40' space --- Commercial vendor = \$630 / Non-profit vendor = \$300

**NOTE:** First time vendors must submit photos of food booth

- **Sales Booth Available Spaces:**

Option 1 = 15' x 15' --- \$165

Option 2 = 15' x 25' --- \$300

**NOTE:** Sales vendors who want to sell t-shirts must add 30% surcharge to booth rental fee

- **Display Booths (limited to non-profit organizations disseminating information):** 10x10 booth space - \$60

- **Inflatable - bounce houses, etc:** Call office at 580-581-3470 or 581-3471 before completing the application.

- **Booth space does not include tent!** All vendor booths must have a tent. All tents shall be adequately roped, braced and anchored to withstand the elements of weather. Canopies are not recommended as they are not designed to withstand rough weather conditions such as high winds.

- The Fire Code requires that all food tents have a certification and labels affixed with regard to fire resistant construction. A "label" is affixed to the material indicating the size and fabric or material type. A "certificate" is a document that affirms that a material has been treated and is still within the thresholds required to make the material "flame retardant". Food tents must have mesh walls and all food must be located inside the screened in area. If you use a tent in your food booth space you must include a copy of the fire certificate with your application to be considered.

- There is an additional rental and set-up fee if you rent a tent from the festival committee.

### Tent Rental Fees:

Tent Size	Set Up / Tear Down Fee	Without Walls	With Walls (Food Booths Only)	Tent Deposit
10x10	\$75.00	\$200.00	\$280.00	\$100.00
10x20	\$75.00	\$250.00	\$370.00	\$100.00

- **ALL products, trailers, and supplies must fit within rented booth space!** Additional parking for trailers not requiring electrical hookup is available approximately ¼ mile west from vendor area located in the paved parking lot of the playground.

- Food booths **MUST** be in keeping with an international theme while representing a specific culture or ethnic organization (other than snack vendors). Cultural related decorations are encouraged for all booths.

- **Food Coupons:** Food booths will provide fifteen meals (valued \$7.00) for festival volunteers and workers which helps keep your booth rental fee low. Coupons are printed by staff, and you are not reimbursed for these meals.

- **Beverage Sales: No vendor is allowed to sell water or soda.** Other beverages may be allowed with prior permission. Specialty coffees and drinks such as frozen drinks may be considered.

- **Food Service Establishment Permit:** Vendors will be responsible for obtaining all licenses and permits. COL License & Permit application and fees are due by Friday, September 11<sup>th</sup>. NO applications or money will be accepted at the festival site. Vendors will not be allowed to open without all required licenses, permits and inspections! Contact the COL License & Permit office at (580) 581-3365 if you have any questions. NOTE: If you are approved to be a food vendor there might be additional fees payable to the Health Department, due at time of the inspection (Friday, September 25<sup>th</sup>). Please call the Health Department at 580-248-5890 for more information.

- Vendors are responsible for their own equipment as well as the cleanliness of their booth area, and must remain open during all festival hours.

- Vehicles are not allowed in the festival area during festival hours. Vendor parking will be available in designated area on a limited first come-first serve basis. Each vendor will be provided two vendor parking passes; however, parking passes do NOT guarantee availability of parking space. **Trailers not requiring electrical hookup may be parked in the vendor parking area but one of your parking passes must be used for your trailer.**

- You may indicate a location preference, but location/placement of each vendor will be determined at the sole and absolute discretion of the Committee.
- No Pets allowed on festival grounds --- working animals ONLY!

### **Deposit**

**A \$100 refundable deposit is required from all vendors who rent festival tents.** Please include a **separate \$100 check** with your signed application and **required fees**. Your deposit check will be returned within two weeks of the festival if tent is returned in acceptable condition as determined by staff. Deposit will be forfeited to the International Festival Committee and additional charges may be incurred if equipment is not returned in the same condition as received. **All payments, including the deposit check, are due in full with signed application.**

### **Electricity**

Electricity is provided for each booth; however, it is your responsibility to ensure that your appliances/electrical needs do not exceed the electrical capacity that is designated for your booth. Please indicate all your electrical information as requested on the application. **Be sure to indicate if you require a 220-volt outlet and the total number of 20-amp circuits you need. The 220 outlet is a “4 prong, 220, 50 amps” – you must adapt to this connection - no exceptions!** **NOTE:** 20-amp circuits may be limited depending on overall electrical needs for the festival. Electrical cords should be no longer than 50 feet and be a 12-gauge minimum.

### **Security**

Twenty-four-hour security is provided during the festival. Vendors may choose to leave their equipment in place overnight; however, the International Festival Committee and its sponsors do not assume liability for any lost, stolen, or damaged material or equipment.

### **Sales Tax Information**

The Festival Director is responsible for collecting sales tax from vendors without a valid Oklahoma Sales Tax permit. Detailed instructions and forms will be provided in the vendor information packet to be mailed in September.

### **Eligibility Criteria for all Applicants**

- Food booths must be in keeping with the international theme. Each food vendor (other than snack vendors) must represent aspects of a cultural heritage. Include list of all menu items with prices to be sold. All festival vendors will be required to clearly post all menu/sales items with prices on the front of booth for the duration of the festival.
- Sales booths must offer high quality products such as fine art, crafts, or imported goods. Each sales vendor must provide a list of items to be sold with prices as well as sample photos/slides. Festival site is located in a city park subject to dust, wind and other elements.
- The International Festival Committee reserves the right to decline any application at their sole discretion. **No refunds** will be issued after **July 7, 2020** unless Homeland Security alert status or other circumstances beyond the control of the International Festival Committee require an event to be cancelled. All vendors agree to comply with event rules and regulations.
- In the event of rain, in most cases, all events will continue as scheduled. In the event of severe weather, lightning and/or damaging winds, scheduled events may be delayed or canceled.

### **Entry Requirements Checklist**

- Signed application with the appropriate fees and tent deposit (if applicable). All fees are due with application. Checks will not be deposited until applications have been juried and you have been notified of your acceptance into the festival. No refunds after July 7, 2020 unless Homeland Security alert status or other circumstances beyond the control of the International Festival Committee require an event to be cancelled.
- Non-profit organizations must include documentation verifying your non-profit status.
- List of all items/products to be marketed/displayed/sold. Food and sales vendors must include prices for each item. If accepted, only the approved items will be allowed.
- Indicate the culture your booth represents.
- Photos or slides of sales/display items.
- Indicate if you need a 220 plug and the number of 110 circuits (Vendor must adapt to a 4 prong, 220, 50-amp circuit - No exceptions). Note: 110 circuits may be limited depending on overall electrical needs.
- Oklahoma Sales Tax Permit Number and copy of Mobile Establishment license if applicable.

Please include all requested information. Failure to adhere to the above requirements WILL nullify the application.

**No faxed or e-mail applications accepted! For more information, call the Arts & Humanities Office at (580) 581-3470 or 581-3471 or e-mail [tneeley@lawtonok.gov](mailto:tneeley@lawtonok.gov)**

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## 41<sup>st</sup> Annual International Festival September 25-27, 2020

PLEASE PRINT!

Name of booth (as it should appear in brochure): \_\_\_\_\_

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

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

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

Daytime Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

OKLAHOMA SALES TAX NUMBER: \_\_\_\_\_

Circle booth type **and** check booth size:

Food Booth:      Option 1 (10' x 20') \_\_\_\_\_      Option 2 (10' x 40') \_\_\_\_\_

Sales Booth:      Option 1 (15' x 15') \_\_\_\_\_      Option 2 (15' x 25') \_\_\_\_\_

Display Booth:      (10' x 10') \_\_\_\_\_

**I need to RENT a tent:**      \_\_\_\_\_ 10' x 10'      \_\_\_\_\_ 10' x 20'

Indicate size of sales trailer (if used instead of a tent for your booth): \_\_\_\_\_

**Are you currently licensed as a mobile establishment in the State of Oklahoma**       **Yes**       **No**  
**If yes, please include a copy of your license with the application!**

Do you require a 220 outlet?       YES       NO (If yes, must adapt to a 4 prong, 220, 50-amp plug!)

How many 20-amp circuits do you need? \_\_\_\_\_

**Power supply is limited in festival area.** Number of 20-amp circuits for each vendor will be determined after review of all electrical needs. List equipment that is necessary to your operation (i.e. crock pots, cookers, coffee pots, smoker, A/C, etc): \_\_\_\_\_

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**ALL products, trailers, supplies must fit within the rented booth space.** Additional parking for trailers not requiring electrical hookup is available approx. ¼ mile west of vendor area located in the paved parking lot of the playground. Trailers not requiring electrical hookup may be parked in vendor parking but one of your parking passes must be used for the trailer. **Please indicate above if your supply trailer requires electrical hookup.**

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**Booth Category:** Please select from the list below a single category that best represents your booth. There is no product exclusivity on site; however, we will try to avoid placing competitive products next to each other.

- Art / Photography:** display of framed and unframed art, prints and photography
- Children's Area:** children's toys, games, activities
- Clothing:** ladies', men's, children's clothing, footwear, outerwear
- Fashion Accessories:** belts, hats, buckles, purses, wallets, sunglasses, hair accessories
- Home Furnishings / Décor:** lamps, pictures, rugs, candles
- Jewelry:** watches, rings, necklaces, earrings
- Food:** type of food / cultural represented: \_\_\_\_\_
- Miscellaneous:** booths that do not fit into any of the above categories: \_\_\_\_\_

\_\_\_\_\_ As a **food vendor**, listed below is my menu and related prices I intend to offer in my booth at the 2020 International Festival. (**Water and soda cannot be sold by vendors - specialty coffees/drinks only with prior permission of the festival committee.**)

\_\_\_\_\_ As a **sales vendor**, listed below are the items and related prices I intend to have for sale in my booth at the 2020 International Festival. (You will not be allowed to sell any items not listed.)

\_\_\_\_\_ As a **display vendor**, you must include information about your **non-profit organization** and a copy of brochure or information you plan to distribute from your booth at the 2020 International Festival.

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

If you need additional space please list items on a separate sheet of paper and attach to your application. All menu/sales items with prices must be clearly posted on the front of booth for the duration of the festival!

## **Vendor / Display Application --- Page 3 of 3**

**International Festival Committee reserves the absolute right to accept or reject any vendor application for any reason.** Applications that are not signed or do not have entire payment enclosed will not be considered. Your payment will not be deposited until all applications have been juried and you have been notified of your acceptance. No refunds issued after July 7, 2020 unless Homeland Security alert status or other circumstances beyond the control of the International Festival Committee require an event to be cancelled.

My entry implies my commitment to adhere to all International Festival's rules if accepted. I will be present at International Festival and my booth will be open for business during festival hours. I understand that I may not begin dismantling my booth until 5:00 pm on the final day of the festival. I take full responsibility for the safety of myself and my equipment.

The International Festival participant does hereby agree to forever release, discharge, defend, indemnify and otherwise hold harmless the City of Lawton, Oklahoma, the Lawton Arts & Humanities Council, the International Festival Committee, their officials, employees, agents and servants, of, from, and against any and all claims, demands, expenses, or losses of any kind whatsoever, due to personal injury (including death) and/or property damage arising from or during, on account of, or in anyway related to participating in the International Festival.

By signing below, International Festival participant agrees to all terms and conditions as stated in the application.

Enclosed is my check or money order for \$\_\_\_\_\_ payable to International Festival and if applicable a **separate check for the tent deposit** in the amount of \$100.00 per tent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please include all requested information. Failure to adhere to all "entry requirements listed in the front of the application will nullify your application!

**No faxed or e-mailed applications accepted.**

**Mail** signed application (include all three pages) and payment to:

International Festival  
P.O. Box 1054  
Lawton, OK 73502

**Deliver** signed application (include all three pages) and payment to:

Arts & Humanities Office  
(west entrance) McMahan Auditorium  
801 NW Ferris Ave., Lawton, OK 73507

For more information, call the Arts & Humanities Office  
at (580) 581-3470 or 581-3471  
or e-mail [tneeley@lawtonok.gov](mailto:tneeley@lawtonok.gov)