



Food Vendor Application

Mail to: **Sunfest Inc.**
P.O. Box 2404
Bartlesville, Ok. 74005

Questions Call 918-331-0456
WWW.bartlesvillesunfest.org

Friday, June 4 — 3 to 8:30 p.m. • Saturday, June 5 — 10 a.m. to 8:30 p.m. • Sunday, June 6 — 11 a.m. to 5 p.m.

Name _____ Business Name _____

Address _____ City _____ State _____ Zip _____

Telephone _____

Enclosed find check(s) totaling _____ to cover the fee for _____ booth(s) **Entry fee (\$75.00) plus electric fee (\$50.00)**

Booth Length _____ Booth Width _____

Electrical Needs (volts-max amps) _____ Special Requests _____

Checks or money orders shall be payable to SunFest Inc.

Entry Deadline & Notification

- All entries must be received by Feb. 28, 2010. **Note:** Prior participation does not guarantee acceptance.
- Notices of the committee's decision will be sent to applicants by March 31, 2010. Entry and electrical fees will be refunded if not accepted by the committee.
- Cancellations must be made before May 1, 2010 to qualify for a refund.
- Setup will be Thursday June 4, 11:00 a.m. - 4:00 p.m.

Eligibility

Submit (1) one photos of current booth & include Menu and prices. All photos must be clearly marked with booth name.

I _____ (full legal name of person or entity) agree to participate in SunFest to sell food, beverages, or concessions agreed upon.

This contract indicates my understanding and acceptance of all requirements and my commitment to provide the agreed upon items for sale at SunFest during the hours of the festival (regardless of weather or other circumstances)

I agree that no substitutions to the menu may be made and no changes in price may be made without prior written approval of the committee, and that any attempt on my part to make substitutions or price changes may result in the termination of my participation. I agree to have enough food available to meet the demand for the entire three day period.

I agree to provide a booth that meets the requirements of SunFest, Inc. and agree to locate my booth in accordance with the instructions SunFest, Inc. provides. I agree to meet the requirements set forth by the health department and my booth will operate in compliance with such regulations. I will conduct my operations in a safe manner and a fire extinguisher will be provided at all times. I agree to maintain my booth in a clean manner and will keep the area neat and pleasant for the customers. I will be responsible for my booth including set up and take down.

I have noted my electrical requirements on the proper form. I understand that I can not exceed those requirements and that any attempt to use additional power may result in the termination of my participation at SunFest. I agree to pay SunFest a fee for electrical use, as specified.

I agree to pay SunFest 20% on my gross daily sales. This commission is payable each day after the close of business, to the treasurer of SunFest. I agree to provide evidence of sales through an approval form to SunFest, Inc.

No Coke or Pepsi rep will be on site during the festival. Vendor's are responsible for soft drink delivery.

Yes, I have read the requirements and agree to abide by them. Signature _____ Date _____

Full Release Of All Claims

I _____ (full legal name), do hereby fully release and hold harmless SunFest, Inc., its board of Directors, sponsors, and the City of Bartlesville from any and all damages of any acts, willful or negligent of SunFest, Inc., or any other person or entity arising from my participation in or presence at the foresaid SunFest. I acknowledge that SunFest, Inc. allows me to participate in SunFest at my request and hereby voluntary and knowingly assume the total risk of any injury to my person or property arising directly or indirectly from my participation in or presence at SunFest.

Signature _____



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To: All SunFest Vendors

From: The SunFest Directors

The **OKLAHOMA LAW** now requires that Special Event Promoter/Organizer collect sales tax for **each Event**. If you currently hold an Oklahoma State Sales Tax Permit, this collection is not applicable. Technically, we are to collect the tax daily. We are asking that this collection process be completed on Sunday. If you have an Oklahoma Sales Tax Permit Number, we are requesting a copy of your sales tax permit as we **MUST** furnish your vendor name, address, telephone number and sales tax permit number to the Oklahoma Tax commission.

In order to meet this requirement, the form required to pay this tax will be provided to you as part of your packet upon arrival. This form is provided by the Oklahoma Tax Commission. These forms **must be fully completed and the sales tax paid unless you have a current Oklahoma Sales Tax Permit**. Deloris Merrill will collect the tax each night at checkout.

We appreciate you understanding and cooperation in this matter. If you have any questions, please contact Laura Higbee at (918) 914-2826 or Dolores Merrill at (918) 336-1433. A copy of the Oklahoma law and our collection permit will be posted at the Artist Hospitality tent.

The **Sales Tax Rate in Bartlesville is 8%**.

Each Vendor — Please complete:

Do you have an Oklahoma Sales Tax Permit (Yes) (No) Circle one. Please attach a copy of your Oklahoma Sales Tax Permit.

Vendor Name _____

Address _____

City/State _____

Telephone Number _____

Sales Tax Permit Number _____