



2019 ROOSTER DAYS

INDOOR MARKETPLACE EXHIBITOR APPLICATION

Thank you for your interest in being a marketplace exhibitor at the Rooster Days Festival in Broken Arrow. We want to take this opportunity to share with you the procedures in becoming an exhibitor in our festival. We also ask that you keep this letter in your files for further reference.

APPLICATION DEADLINE: APRIL 26, 2019

Festival dates and hours:

Thursday, May 9: 5:00 p.m. to 10:00 p.m. / Friday, May 10: 5:00 p.m. to 11:00 p.m.
Saturday, May 11: 10:00 a.m. to 11:00 p.m. / Sunday, May 12: 12:00 a.m. to 6:00 p.m.

Application Procedure:

Application must be completed in full and signed with payment included.

Payment in the form of a check or over the phone with a credit card. (Please make checks payable to the Broken Arrow Chamber)

Notification:

If you are accepted as a marketplace vendor, you will be notified via email of your acceptance.

2019 ROOSTER DAYS INDOOR MARKETPLACE APPLICATION

This application must be filled out **COMPLETELY** and **LEGIBLY** for consideration.

APPLICATION DEADLINE: APRIL 26, 2019

Booth Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone 1: _____ Phone 2: _____

Email Address: _____

Website Address (if applicable): _____

Oklahoma Sales Tax ID #: YES _____ NO _____ If yes, #: _____

Booth rental: Tents, tables and chairs are not included. *(please check which type of booth you are applying for)*

_____ \$250 for a 10x10 booth space *(you may purchase up to four 10x10 spaces)*

_____ \$350 for a 10x10 booth space with electricity *(limited to 300 watts-110 voltage)*

**Using electricity without prior consent will result in a \$50 per day charge to the vendor booth.*

*** Electricity is limited and will sell out. We suggest you apply early.*

Number of 10x10 spaces? (Maximum of 4) _____ **Total Due? \$** _____

Payment: *(please check the method of payment)*

- Mail in a check (Please make checks payable to the Broken Arrow Chamber of Commerce)
- Credit Card (Please call the chamber to pay over the phone at 918-251-1518)

List all items that will be for sale in booth, or attach pamphlet:

****PAYMENT IS DUE AT TIME OF APPLICATION!****

Please mail your application, payment and sales tax permit to:

Broken Arrow Chamber of Commerce

ATTN: Rooster Days Marketplace

210 N Main Street, Suite C, Broken Arrow, OK 74012

OR email to roosterdays@gmail.com.

**2019 ROOSTER DAYS INDOOR MARKETPLACE CONTRACT
RULES & REGULATIONS**

Must be signed and returned with application

I, _____ (full legal name of person or entity) agree to participate in Rooster Days to sell and display arts & crafts or trade (commercial items).

1. Items offered for sale in the 2019 Rooster Days Marketplace will be limited to arts & crafts/trade items.
2. No refunds will be given for cancellations.
3. No booth may be sub-leased to another vendor by a vendor who can no longer attend the show but has paid booth rental. (A vendor who finds he/she cannot attend the show after paying for his booth cannot assign booth to another vendor). You must notify us.
4. All vendors are responsible for their own displays, tables, chairs, backdrops, signs, and extension cords for electricity.
- 5. Not being set up by 1:00pm on Thursday, May 9, 2019 will forfeit your booth space and no refunds will be given.**
6. Broken Arrow Chamber of Commerce reserves the right to refuse any vendor(s) or item(s) applying for booth rental.
7. Items that may NOT be sold inside are as follows: Unpackaged food or candy, un-bottled beverages or carnival type food, weapons of any type and any material that would be considered offensive or in poor taste. **PACKAGED FOODS MAY BE SOLD INSIDE ONLY WITH THE HEALTH DEPARTMENTS APPROVAL. THE HEALTH DEPARTMENT WILL BE IN THE BUILDING CHECKING ON FOOD PRODUCTS.**
8. We will try and accommodate requests on booth spaces, but all layout decisions are FINAL per the Rooster Days committee.

FULL RELEASE OF ALL CLAIMS:

I, the undersigned, do hereby fully release and hold harmless Rooster Days, its Board of Directors, Sponsors, and the City of Broken Arrow, from any and all responsibility, claim, causes and action, injuries, judgments or other damages of any nature whatsoever directly or indirectly caused by the willful or negligent acts of Rooster Days, the City of Broken Arrow or any other person and/or entity arising from my participation in or presence at the foresaid Rooster Days.

The Broken Arrow Area Chamber of Commerce, Rooster Days Committee and City of Broken Arrow shall not be liable for the results of any accident, damage, lost profits, theft, or any other loss to any person or article, employee by or the possession of myself while on the grounds of the Rooster Days festivities, whether such occurs during the time of preparation, for the period of the Rooster Days festivities or the removal of equipment or material after the event.

Authorized Signature _____ Date _____

(Application will not be accepted until payment is received.)