

48th Annual
Coweta Fall Festival
September 14-16



2023 Exhibitor Packet

Presented By
Coweta Chamber of Commerce

info@cowetachamber.com
918.486.2513



Coweta Fall Festival is a three-day outdoor celebration designed to entertain the community, featuring carnival rides, vendor booths, exceptional fair food and live entertainment. There is a Fall Festival Pageant, Coweta's Got Talent competition, kids' games, a car show, fundraising auctions and more!

2023 Festival Dates/Hours

Thursday, September 14 from 5-10 p.m.

Friday, September 15 from 5-11 p.m.

Saturday, September 16. Parade at 11 a.m., Midway open from 12 noon-11 p.m.

Exhibitor Applications

Application deadline to receive the Early Bird Rate is Monday, Aug. 1, 2023. All applications are due no later than August 15, 2023.

Chamber Member Rates

Non-Profit Organizations (501 c3) and Political Candidates

\$125 for one (1) 10x10 space if submitted by August 1, 2023.

\$175 for one (1) if submitted after August 1, 2023.

+ Price includes electric.

Business and For-Profit Organizations

\$200 for one (1) 10x10 space if submitted by August 1, 2023.

\$250 for one (1) 10x10 space if submitted after August 1, 2023.

+ Price includes electric.



Non-Chamber Member Rates

Non-Profit Organizations (501 c3) and Political Candidates

\$150 for one (1) 10x10 space if submitted by August 1, 2023.

\$200 for one (1) 10x10 space if submitted after August 1, 2023.

+ Price includes electric.

Business and For-Profit Organizations

\$225 for one (1) 10x10 space if submitted by August 1, 2023.

\$275 for one (1) 10x10 space if submitted after August 1, 2023.

+ Price includes electric.

For ALL Booth Vendors

All vendors are responsible for their own displays, tables, chairs, backdrops, signs and extension cords for electricity. All fees include electric!

If your booth is a trailer, the tongue to the trailer **MUST FIT** within the confines of your booth space. If it extends beyond that perimeter, you will need an additional booth space. For pedestrian safety, no trailer tongues may extend out into pedestrian walkways at the ends of each row.

We respectfully request that vendors refrain from smoking or vaping within the confines of their booth due to the close proximity with other vendors.



Please Provide the Following:

1. Vendor application (See attached or go to www.cowetachamber.com).
2. Copy of your current Certificate of Insurance valid through September 16, 2023. If your policy will renew before September 16, 2023, provide current copy with application and update policy at least one week prior to festival start. Your COI must have the Coweta Chamber of Commerce and City of Coweta listed as additional insured.
3. Two photos of your booth display showing the items you sell.
4. List of all items to be sold at Coweta Fall Festival. We will not accept your application without this list. Items offered for sale at the event that are not on the list may result in your expulsion from the event without refund.
5. Copy of current Oklahoma sales tax permit (unless otherwise exempt). If you are exempt, please note on the application and attach a copy of the exemption letter.
6. Signature on contract and release of claims.
7. Payment. We accept credit cards, money orders, cash or checks made out to Coweta Chamber of Commerce. Payment is due at time of application. If you are not accepted as a vendor, or all spots are full, we will return your payment. Payments can be mailed to Coweta Chamber of Commerce, P.O. Box 70, Coweta, OK 74429 or dropped by our office at 115 S. Broadway in downtown Coweta. For payment by phone, call 918-486-2513.

The Coweta Chamber of Commerce reserves the right to reject any application for any reason.

If you have any questions, please email us at info@cowetachamber.com or call us at 918-486-2513.



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VENDOR NAME: _____

DBA: _____

ID - The Oklahoma Tax Commission requires that all festival vendors provide their Federal Employer Identification Number or Social Security Number: _____

OKLAHOMA SALES TAX PERMIT NUMBER: _____

PHONE NUMBER: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____

MOBILE PHONE: _____

E-MAIL ADDRESS: _____

TYPE OF BOOTH: _____ Product Sales _____ Display/Information Only

BOOTH INFORMATION: List of all items to be sold at Coweta Fall Festival. We will not accept your application without this list. Items offered for sale at the event that are not on the list may result in your expulsion from the event without refund.



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PLEASE INDICATE TYPE OF VENDOR

Chamber Member Rates

Non-Profit Organizations (501 c3) and Political Candidates

\$125 for one (1) 10x10 space if submitted by August 1, 2023. _____

\$175 for one (1) 10x10 space if submitted after August 1, 2023. _____

+ Price includes electric.

Business and For-Profit Organizations

\$200 for one (1) 10x10 space if submitted by August 1, 2023. _____

\$250 for one (1) 10x10 space if submitted after August 1, 2023. _____

+ Price includes electric.

Non-Chamber Member Rates

Non-Profit Organizations (501 c3) and Political Candidates

\$150 for one (1) 10x10 space if submitted by August 1, 2023. _____

\$200 for one (1) 10x10 space if submitted after August 1, 2023. _____

+ Price includes electric.

Business and For-Profit Organizations

\$225 for one (1) 10x10 space if submitted by August 1, 2023. _____

\$275 for one (1) 10x10 space if submitted after August 1, 2023. _____

+ Price includes electric.

In submitting this exhibitor application, I agree to participate in the Fall Festival to sell products or distribute informational items. My signature on this contract and release of all claims indicates my understanding and acceptance of all requirements and my commitment to provide the agreed upon items.

NO REFUNDS after August 1, 2023 for any reason, regardless of weather or other circumstances. Cancellations must be made in writing no later than August 1.

I agree to locate my booth in accordance with the instructions Fall Festival provides. I agree to be compliant with the Fall Festival, state and local laws/ordinances.



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I will operate my booth in a safe manner. I agree to maintain booth cleanliness and will keep my area neat and pleasant for customers. A \$25 Trash Fee will be billed after the festival if the area is not cleaned.

I understand that no food and/or drinks may be sold from vendor booths. Absolutely no weapons of any type are allowed to be sold. No merchandise with sexual content, profanity or otherwise offensive nature can be displayed. There will be no exceptions to these requirements.

I understand the Coweta Chamber of Commerce and the Fall Festival reserve the right to accept or reject this application for any reason. Rejection of application will be given a full refund of the entry fee. I agree that any termination of my participation at the Fall Festival (i.e. during or after setup) will be without a refund of my entry fee.

I also do hereby expressly agree to indemnify, defend and hold harmless the Coweta Chamber of Commerce, its officers, employees, Fall Festival committee and Board of Directors, the City of Coweta, its officers, employees and City Council, from any and all claims, causes of action, liability, cost, expense or judgment relating to such goods, merchandise, or services, including without limitation, any liability from all manner of actions, causes of action, debts, accounts, bond, contracts, claims and demands for or by reason of any damage, loss or injury to person and property which has been or may be sustained as a consequence of participation in the Coweta Fall Festival.

My certificate of insurance is provided. By signing, I have read the above release and the rules and regulations attached to the entry form and agree to abide by them.

Signature: _____

Date: _____



Vendor Set Up

Vendor booth set up will take place Wednesday, Sept. 13 beginning at 3 p.m. until 3 p.m. Thursday, Sept. 14. Your vehicle **MAY NOT** be parked on Broadway after 3 p.m. Thursday.

Space Assignment

Your space assignment will be emailed to you one week before the festival. The Vendor Manager reserves the right to reassign and redesign any space when it will enhance traffic flow and appearance of the festival. Electrical needs will determine where booths are ultimately located due to electric restrictions.

Refund Policy

Cancellations must be made in writing and postmarked by August 1, 2023. We issue a 100% refund if cancelled in writing by that date. No refunds for cancellations after August 1. No refunds will be made for weather at any time.

Electricity

All vendors who use electricity must supply their own extension cords to the nearest electric panel.

Restrictions

No weapons of any type are allowed to be sold. This includes pocket knives. Any toy guns, including marshmallow shooters, **MUST** have an orange tip attached to it. Items that make taser noises are allowed, but must not show lights or arcs like a taser. No merchandise with sexual content, profanity or otherwise offensive in nature can be displayed. No food and/or drinks can be sold from vendor booths. **THERE ARE NO EXCEPTIONS TO THESE RESTRICTIONS.**



Proper Clean Up

It is expected during and after Fall Festival that you leave your assigned space(s) as you found it. A \$25 trash fee will be billed if your area is not cleaned. All vendors must be cleared out by 2 a.m. Sunday, Sept. 17.

NO TEAR DOWN OR LEAVING UNTIL 11 P.M. SATURDAY

The Coweta Fall Festival operates until 11 p.m. Saturday, Sept. 16. Therefore, vendors **MAY NOT** tear down their tents or remove their booths until the festival closes. Electricity will be turned off at approximately 1 a.m. Sunday, Sept. 17. Please be patient when leaving as everyone will be trying to leave at the same time.

Liability Statement

Vendor expressly agrees to indemnify, defend and hold harmless the Coweta Chamber of Commerce, its officers, employees, Fall Festival committee and Board of Directors, the City of Coweta, its officers, employees and City Council, from any and all claims, causes of action, liability, cost, expense or judgment relating to such goods, merchandise, or services, including without limitation, any liability from all manner of actions, causes of action, debts, accounts, bond, contracts, claims and demands for or by reason of any damage, loss or injury to person and property which has been or may be sustained as a consequence of participation in the Coweta Fall Festival.



Parking

Parking places located behind downtown businesses are for those merchants only, Do NOT park in these areas including south of FNB Coweta or in their alley. Please see attached parking map. There are empty parking spaces near the post office as well as the area churches located off of Bristow Ave.

