

48th Annual  
Coweta Fall Festival  
September 14-16



2023 Food Vendor Packet

Presented By  
Coweta Chamber of Commerce

[info@cowetachamber.com](mailto: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.

#### **Food Vendor Applications**

Application deadline to receive the Early Bird Rate is Tuesday, Aug. 1, 2023. All applications are due no later than August 15, 2023. Payment is due with application. We have limited space so apply early.

#### **Rates for Non-Profit Organizations (501 c3)**

\$375 for 25 ft. if submitted by August 1, 2023.

\$425 for 25 ft. if submitted after August 1, 2023.

#### **Rates for All Other Groups**

\$600 for 25 ft. if submitted by August 1, 2023.

\$650 for 25 ft. if submitted after August 1, 2023.

#### **For ALL Food Booth Vendors**

\*Over-sized Booth Fee \$10 per additional foot over 25 ft. in length.

\*Over 30 total ft. in length will require purchase of additional space.



**Please Provide the Following:**

1. Vendor application (See attached or go to [www.cowetachamber.com](http://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. Menu of ALL items sold during Fall Festival and include pricing. We will not accept your application without this information.
4. Photo of your booth. Must be in a food trailer or concession stand.
5. Copy of current State of Oklahoma food establishment license (unless otherwise exempt).
6. Copy of current Oklahoma sales tax permit (unless otherwise exempt).
7. Copy of completed 2023 Health Department Special Event Form. We must provide this to the health department no later than September 4.
8. Signature on contract and release of claims.
9. 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.

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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](mailto:info@cowetachamber.com) or call us at 918-486-2513.



### **Set Up and Electricity**

Food booth set up will take place Wednesday, Sept. 13 beginning at 12 noon. Exact times will be sent out via email/phone by Thursday, Sept. 7, 2022. Power will be connected according to the time you were give for arrival. Electricity will be available through Sunday, Sept. 17 at 1 a.m. If electrician is called out for any reason that is deemed the fault of the vendor, electrical charges will be forwarded to the vendor.

### **Space Assignment**

The Vendor Manager reserves the right to reassign and redesign ANY space when it will, in their opinion, enhance traffic flow and appearance of the festival. Returning 2022 food vendors may request their same space and we will accommodate if possible. 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. 100% refund if cancelled in writing by that date. No refunds for cancellations after August 1, 2023. No refunds will be made for weather at any time.

### **Restrictions**

No glass bottles/cups to be sold.

### **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 EXCEPTIONS

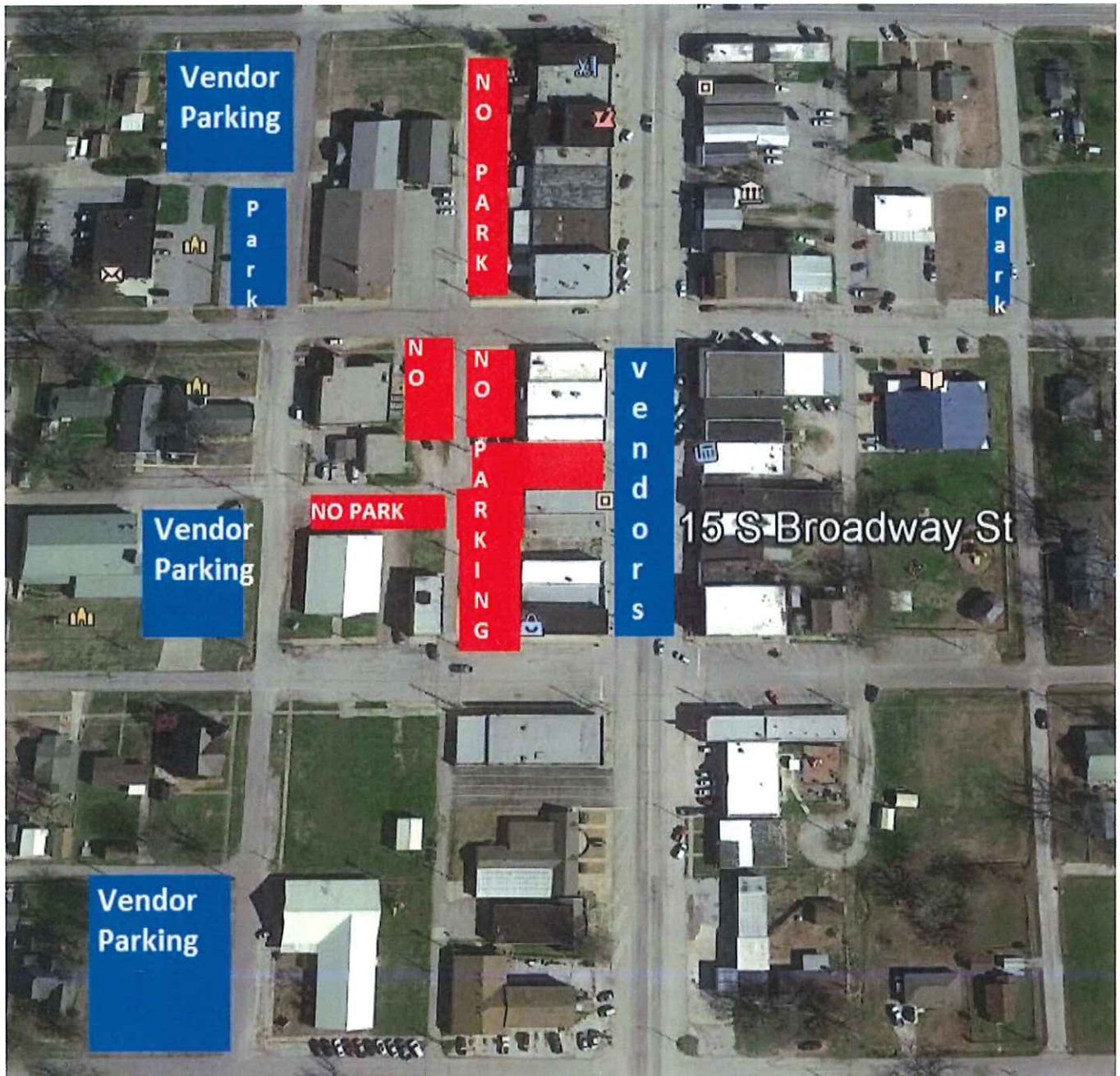
### **No Teardown or Leaving before 11 p.m. Saturday**

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.



## 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.



# COWETA Fall Festival



## 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.



2023 Food Vendor Application - Page 1@3

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: \_\_\_\_\_

**BOOTH INFORMATION:** Size fully open, both length and width. We must also know your electrical needs - amps and volts. This determines where you can be placed along food alley. PLEASE NOTE: All cords must be SJ or OJ and rated for amps used. Also, you must stick with the electrical needs you report prior to the festival.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



2023 Food Vendor Application - Page 2@3

PLEASE INDICATE TYPE OF VENDOR (BOOTH UP TO 25- FEET IN LENGTH)

**Non-Profit Organization (501 c3)**

\$375 if submitted by August 1, 2023: \_\_\_\_\_

\$425 if submitted after August 1, 2023: \_\_\_\_\_

**All Other Groups**

\$600 if submitted by August 1, 2023: \_\_\_\_\_

\$650 if submitted after August 1, 2023: \_\_\_\_\_

**For ALL Food Booth Vendors**

Over-sized Booth Fee \$10 per additional foot over 25 ft. in length: \_\_\_\_\_

\*\* Over 30 total ft. in length will require purchase of additional space. Is this needed? \_\_\_\_\_

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In submitting this exhibitor application, I agree to participate in the Fall Festival to sell food, non-alcoholic beverages and/or concessions. 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 no substitutions to the menu or price changes may be made without prior, written approval. Any attempt on my part to make substitutions or price changes may result in termination of my participation.

I will be responsible for my booth including set up and take down. Trailer may be brought in only on Wednesday, Sept. 13 after 12 noon and I must arrive in my scheduled block time (time will be emailed to me). Power will be connected in order of arrival. Electricity is available from Wednesday, Sept. 13 at 2 p.m. through Sunday, Sept. 17 at 1 a.m.

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. I agree to comply and operate within the Wagoner County Health Department requirements. I agree to provide water hoses to hook to the water supply provided by Fall Festival.





2023 Food Vendor Application - Page 3@3

I will conduct my operations in a safe manner. A fire extinguisher will be on hand at all times. I agree to maintain booth cleanliness and will keep my area neat and pleasant for customers. I understand no glass bottles/cups are to be sold. I noted my electrical requirements on this form. I understand I cannot exceed those requirements and any attempt to use additional power may result in the termination of my participation at Fall Festival. A \$25 Trash Fee will be billed after the festival if the area is not cleaned.

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.

If electrician is called out and it is deemed the fault of the vendor, electrical charges will be forwarded to the vendor.

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.

Furthermore, I will be solely liable for any claims alleging death, illness or injury on account of unfit food or beverage dispensed from my booth. I have product liability hazard insurance. I also have contractual liability coverage. My insurance certificate 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: \_\_\_\_\_



Oklahoma State Department of Health  
Creating a State of Health

## 48<sup>th</sup> Annual Coweta Fall Festival September 14-16, 2023

Wagoner County Health Department  
28596 E. 141<sup>st</sup> St. So.  
Coweta, OK 74429  
Phone: 918-486-2845  
Email: Darren.henin@health.ok.gov

Attention: Darren Henin, County Sanitarian

FOOD UNIT NAME: \_\_\_\_\_

\*HEALTH DEPARTMENT FOOD LICENSE NUMBER: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS : \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

MENU: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**\* IF YOU DO NOT HAVE AN OKLAHOMA STATE HEALTH DEPARTMENT LICENSE, YOU MUST BUY A TEMPORARY LICENSE FOR \$30 THE FIRST DAY OF THE EVENT. PLEASE RETURN THIS FORM AND THE HEALTH DEPARTMENT WILL CONTACT YOU REGARDING REQUIREMENTS FOR A TEMPORARY LICENSE.**

Please complete and return this form to the above address/email address and the Health Dept. will contact you.

-----FOR HEALTH DEPARTMENT USE ONLY-----

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

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