

VENDOR APPLICATION



Historic Downtown Atoka – Saturday May 1, 2021 – atokaokchamber.com

The Atoka Plant & Pollinator Festival will be held May 1, 2021 in Historic Downtown Atoka, Oklahoma from 10:00am - 4:00pm. Our goal for this festival is to educate the local community about what they can do to help stop the decline in pollinators and contribute to their regrowth, as well as driving people to our downtown.

We want to provide you with an opportunity to participate in the Atoka Plant & Pollinator Festival as a vendor. Food booths will be limited to avoid duplication. Please complete the form below and include a summary of what your booth will include and submit to Cassie Gregory Vendor Committee Chair for consideration. Booth is not guaranteed until confirmation is received - please provide email address for confirmation. This is a rain or shine event, please plan accordingly.

Booths are required to be open Saturday no later than 10:00 am until a minimum of 4:00 pm.

Booth Fees

Commercial Food Vendors: \$50.00

Commercial Vendor Booths (non-food): \$20.00 per 10' x 10' space (max 4 spaces per booth)

For questions regarding this form please contact Cassie Gregory at cassie.gregory@atokaok.org or at 580.889.6575

Non-Profits

Non-profit booths are free, but must be registered and approved.

Vendors are responsible for their own booth and set up. Booth space is varied on the location - locations will be dependent on layout of downtown and booth requirements. Booths may not be set up after 10:00am on Saturday May 1, 2021. With prior arrangements booths may be set up the night before (contact Cassie Gregory) However, no security is provided.

Sales Tax

When you check in at the information booth you will be given an event sales tax report, if you have a sales tax permit please submit a copy with your vendor form and you will need to sign the event form when you check in. If you do not have a sales tax permit you will be required to submit sales tax at the end of the day based on total sales when you check out. All vendors must check in and check out. You are not required to have an individual sales tax permit as long as you comply with the event sales tax permit. The Atoka County Chamber of Commerce will be responsible for submitting the completed forms to the State of Oklahoma.

All Vendors Must Check in at the Information Booth Located on the corner of Pennsylvania and Court. Check in will start @ 7:00am. Call for special consideration 580.889.6575 or day of the event cell phone, **580.889.6575**. Please keep this number handy.

Return physical forms and all required paperwork to the Atoka County Chamber of Commerce by 4/21/21 or email them to Cassie Gregory at cassie.gregory@atokaok.org. Checks may be dropped off at the Atoka County Chamber of Commerce or sent to P.O. Box 900 Atoka, OK 74525 addressed to the Atoka Plant & Pollinator Festival Committee.

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Booth Type

- _____ Non – Profit (FREE)
- _____ Food Vendor (\$50.00)
- _____ Non -Food Vendor (\$20.00 per 10' x 10' space)

Food booths please include copies of menu with prices and copies of department required forms.

Number of Booths Required

If Food Vendor skip

- _____ 1 (\$20.00)
- _____ 2 (\$40.00)
- _____ 3 (\$60.00)
- _____ 4 (\$80.00) MAX

Please remember this is a family event - no alcohol or tobacco products allowed, the right to restrict booths is reserved, by signing below you agree to abide by the decisions of the Vendor Committee, including requests to vacate the festival. No checks will be cashed until booth space is confirmed. This is a first registered event; space may not be available after April 21st.

Hold Harmless

The exhibitor/vendor assumes the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damage to displays, equipment, or other property brought upon the premises and agrees to identify, defend and hold harmless; The City of Atoka, Atoka County Chamber of Commerce, Atoka City Industrial Development Authority, The Atoka Plant & Pollinator Festival Committee and its members against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of space at the festival. The exhibitor/vendor understands that the Atoka Plant & Pollinator Festival does not maintain insurance covering the exhibitors/vendors property or lost revenue and it is the sole responsibility of the exhibitor/vendor to obtain such insurance.

Applicant Signature _____ Date _____

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