

# 44th Annual INTERNATIONAL FESTIVAL

**Elmer Thomas Park - 3<sup>rd</sup> & Ferris - Lawton, OK**

**Vendor / Display Application**

**About the Festival**

The International Festival began in 1979 as an “Ethnic Exposition” and was created out of a desire to promote greater awareness and appreciation of Lawton’s diverse heritage. The Lawton Public Library and Cameron University sponsored the project with assistance from the City of Lawton and community volunteers. In 1982 the event’s name was officially changed to the “International Festival” and over the years has grown into a three-day event averaging 30,000 in attendance. The festival provides local ethnic organizations and other groups and individuals an opportunity to display aspects of their culture that makes the Lawton Fort Sill Community so unique, while developing community spirit and participation through involvement of local residents, civic organizations, businesses and schools. The festival is a family-oriented event full of fun, food, children’s games and activities, demonstration artists, sales and display vendors, and multi-cultural entertainment.

**The 2023 International Festival is scheduled for September 22 – 24, 2023.**

**IMPORTANT DATES (tentative):**

<b>Friday, July 7</b>	<b>Deadline for Applications</b>
Late July	Acceptance letters mailed
Early Sept	Festival guidelines and vendor packets mailed
Wednesday, Sept 20	Early set up 5:00 pm to 8:00 pm (No electrician on site)
Thursday, Sept 21	Set up from 9:00 am to 8:00 pm (Electrician on site from 5 pm – 8 pm)
Friday, Sept 22	Set up from 9:00 am to 3:00 pm (Food Booth inspections start at 10:00 am)
Friday, Sept 22	Festival hours are 5:00 pm – 9:00 pm / Opening Ceremony at 5:45 pm
Saturday, Sept 23	Festival hours are 11:00 am – 9:00 pm
Sunday, Sept 24	Festival hours are 12:00 noon – 5:00 pm



## Vendor / Display Information

- **All accepted participants** are strongly encouraged to attend an International Festival Vendor/Display Information Meeting that will be hosted in September at least one week before the start of the International Festival. The meeting will take place at McMahon Memorial Auditorium, 801 NW Ferris Ave. Lawton, OK, and a virtual link will be made available for those who are unable to attend in-person.
- **Food Booth Available Spaces:**  
 Option 1 is a 10' x 20' space --- Commercial vendor = \$365 / Non-profit vendor = \$165  
 Option 2 is a 10' x 40' space --- Commercial vendor = \$630 / Non-profit vendor = \$300  
**NOTE:** First time vendors must submit photos of food truck, place of business, or organization.
- **Sales Booth Available Spaces:**  
 Option 1 = 15' x 15' --- \$165  
 Option 2 = 15' x 25' --- \$300  
**NOTE:** Sales vendors who want to sell t-shirts must add 30% surcharge to booth rental fee.
- **Display Booths (limited to non-profit organizations disseminating information):** 10x10 booth space - \$60
- **Booth space does not include tent.** All vendor booths must have a tent. All tents shall be adequately roped, braced, and anchored to withstand the elements of weather. Canopies are not recommended as they are not designed to withstand rough weather conditions such as high winds.
- The Fire Code requires all food tents have a certification and labels affixed with regard to fire resistant construction. A "label" is affixed to the material indicating the size and fabric or material type. A "certificate" is a document that affirms that a material has been treated and is still within the thresholds required to make the material "flame retardant". Food tents must have mesh walls and all food must be located inside the screened in area. If you use a tent in your food booth space, you must include a copy of the fire certificate with your application to be considered.
- There is an additional rental and set-up fee if you rent a tent from the festival committee.

### **Tent Rental Fees:**

Tent Size	Set Up / Tear Down Fee	Without Walls	With Walls (Food Booths Only)	Tent Deposit
10x10	\$75.00	\$200.00	\$280.00	\$100.00
10x20	\$75.00	\$250.00	\$370.00	\$100.00

- **ALL products, trailers, and supplies must fit within rented booth space!** Additional parking for trailers not requiring electrical hookup is available approximately ¼ mile west from vendor area located in the paved parking lot of the playground.
- Food booths **MUST** be in keeping with an international theme while representing a specific culture or ethnic organization (other than snack vendors). Cultural related decorations are encouraged for all booths.
- With prior approval of the International Festival Committee(IFC) and arrangements coordinated by the IFC Vendor Subcommittee, local participating organizations or businesses may participate for individual festival days. Approval by the International Festival is contingent on number of interested organizations and businesses. If approved, fees would be prorated and determined on an individual basis by the IFC Vendor Subcommittee.
- **Food Coupons:** Food booths will be required to honor up-to fifteen Volunteer Meal Coupons (valued at \$10.00 each) for festival volunteers and workers which helps keep booth rental fees low. Coupons will be printed by representatives of the International Festival Committee. **Vendors are not reimbursed for these coupons.**
- **Beverage Sales:** Only specialty drinks may be sold by vendors. Other beverages may be allowed with prior permission. **No vendor is allowed to sell prepackaged water, soda, or standard fountain drinks.**
- **Food Service Establishment Permit:** Vendors will be responsible for obtaining all licenses and permits. COL License & Permit application and fees are due by Friday, September 9<sup>th</sup>. **NO applications or money** will be accepted at the festival site. Vendors will not be allowed to open without all required licenses, permits and inspections! Contact the COL License & Permit office at (580) 581-3365 if you have any questions. **NOTE:** If you are approved to be a food vendor there might be additional fees payable to the Health Department, due at time of the inspection (Friday,

September 23<sup>rd</sup>). Please call the Health Department at (580) 248-5890 for more information.

- Vendors are responsible for their own equipment as well as the cleanliness of their booth area and must remain open during all festival hours.
- Vehicles are not allowed in the festival area during festival hours. Vendor parking will be available in designated area on a limited first come-first serve basis. Each vendor will be provided two vendor parking passes; however, parking passes do NOT guarantee availability of parking space. Trailers not requiring electrical hookup may be parked in the vendor parking area but one of your parking passes must be used for your trailer.
- You may indicate a location preference, but location/placement of each vendor will be determined at the sole and absolute discretion of the Committee.
- Organizations, volunteers, or businesses with representatives actively serving on the International Festival Committee may receive reduced fees upon recommendation by the current year International Festival Committee and approval by the McMahon Auditorium Authority.
- Inflatable - bounce houses, etc.: Call office at 580-581-3470 or 581-3471 before completing the application.
- NO PETS allowed on festival grounds --- working animals only.

### Deposit

A **\$100 refundable deposit is required from all vendors who rent festival tents.** Please include a **separate \$100 check** with your signed application and **required fees**. Your deposit check will be returned within two weeks of the festival if tent is returned in acceptable condition as determined by staff. Deposit will be forfeited to the International Festival Committee and additional charges may be incurred if equipment is not returned in the same condition as received. **All payments, including the deposit check, are due in full with signed application.**

### Electricity

Electricity is provided for each booth; however, it is your responsibility to ensure that your appliances/electrical needs do not exceed the electrical capacity that is designated for your booth. Please indicate all your electrical information as requested on the application. **Be sure to indicate if you require a 220-volt outlet and the total number of 20-amp circuits you need. The 220 outlet is a “4 prong, 220, 50 amps” – you must adapt to this connection - no exceptions!** **NOTE:** 20-amp circuits may be limited depending on overall electrical needs for the festival. Electrical cords should be no longer than 50 feet and be a 12-gauge minimum.

### Security

Twenty-four-hour security is provided during the festival. Vendors may choose to leave their equipment in place overnight; however, the International Festival Committee and its sponsors do not assume liability for any lost, stolen, or damaged material or equipment.

### Sales Tax Information

Under 2015 Oklahoma Statute Title 68 “Revenue and Taxation,” Subsection J, special event vendors approved under the statute shall remit tax along with a sales tax report **directly** to the Tax Commission within fifteen (15) days following the conclusion of the special event. If not filed on or before the fifteenth day, the tax shall be delinquent from such date. Reports timely mailed shall be considered timely filed. If a report is not timely filed, interest shall be charged from the date the report should have been filed until the report is actually filed.

### Eligibility Criteria for all Applicants

- Food booths must be in keeping with the international theme. Each food vendor (other than snack vendors) must represent aspects of a cultural heritage. Include list of all menu items with prices to be sold. All festival vendors will be required to clearly post all menu/sales items with prices on the front of booth for the duration of the festival.
- Sales booths must offer high quality products such as fine art, crafts, or imported goods. Each sales vendor must provide a list of items to be sold with prices as well as sample photos/slides. Festival site is located in a city park subject to dust, wind and other elements.
- The International Festival Committee reserves the right to decline any application at their sole discretion. **No refunds** will be issued after **July 5, 2023** unless Homeland Security alert status or other circumstances beyond the control of the International Festival Committee, to include COVID-19 pandemic, require the event to be cancelled. All vendors agree to comply with event rules and regulations.
- In the event of rain, in most cases, all events will continue as scheduled. In the event of severe weather, lightning and/or damaging winds, scheduled events may be delayed or canceled.

## Entry Requirements Checklist

- Signed application with the appropriate fees and tent deposit (if applicable). All fees are due with application. Checks will not be deposited until applications have been juried and you have been notified of your acceptance into the festival. No refunds after July 5, 2023 unless Homeland Security alert status or other circumstances beyond the control of the International Festival Committee, to include COVID-19 pandemic, require the event to be cancelled.
- Non-profit organizations must include documentation verifying your non-profit status.
- List of all items/products to be marketed/displayed/sold. Food and sales vendors must include prices for each item. If accepted, only the approved items will be allowed.
- Indicate the culture your booth represents.
- Photos or slides of sales/display items.
- Indicate if you need a 220 plug and the number of 110 circuits (Vendor must adapt to a 4 prong, 220, 50-amp circuit - No exceptions). Note: 10 circuits may be limited depending on overall electrical needs.
- Oklahoma Sales Tax Permit Number and copy of Mobile Establishment license if applicable.

Please include all requested information. Failure to adhere to the above requirements WILL nullify the application.

**No faxed or e-mail applications accepted! For more information, call the Arts & Humanities Office at (580) 581-3470 or 581-3471 or e-mail [teresa.neeley@lawtonok.gov](mailto:teresa.neeley@lawtonok.gov)**

## **Vendor / Display Application --- Page 1 of 3** 44<sup>th</sup> Annual International Festival

**September 22-24, 2023**

PLEASE PRINT

Name of booth (as it should appear in brochure): \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

**OKLAHOMA SALES TAX NUMBER: STS:** \_\_\_\_\_

**Circle booth type and check booth size:**

**Food Booth:**      Option 1 (10' x 20') \_\_\_\_\_      Option 2 (10' x 40') \_\_\_\_\_

**Sales Booth:**      Option 1 (15' x 15') \_\_\_\_\_      Option 2 (15' x 25') \_\_\_\_\_

**Display Booth:**      (10' x 10') \_\_\_\_\_

**I need to RENT a tent:**      \_\_\_\_\_ 10' x 10'      \_\_\_\_\_ 10' x 20'

**Indicate size of sales trailer including tongue and hitch, (if used instead of a tent for your booth):** \_\_\_\_\_

**Are you currently licensed as a mobile establishment in the State of Oklahoma**           Yes           No  
**If yes, please include a copy of your license with the application!**

Do you require a 220 outlet?           YES           NO      (If yes, must adapt to a 4 prong, 220, 50-amp plug!)

How many 20-amp circuits do you need? \_\_\_\_\_

**Power supply is limited in festival area.** Number of 20-amp circuits for each vendor will be determined after review of all electrical needs. List equipment that is necessary to your operation (i.e. crock pots, cookers, coffee pots, smoker, A/C, etc):

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**ALL products, trailers, supplies must fit within the rented booth space.** Additional parking for trailers not requiring electrical hookup is available approx. ¼ mile west of vendor area located in the paved parking lot of the playground. Trailers not requiring electrical hookup may be parked in vendor parking but one of your parking passes must be used for the trailer. **Please indicate above if your supply trailer requires electrical hookup.**

## **Vendor / Display Application --- Page 2 of 3**

**Booth Category:** Please select from the list below a single category that best represents your booth. There is no product exclusivity on site; however, we will try to avoid placing competitive products next to each other.

- Art / Photography:** display of framed and unframed art, prints and photography
- Children’s Area:** children’s toys, games, activities
- Clothing:** ladies’, men’s, children’s clothing, footwear, outerwear
- Fashion Accessories:** belts, hats, buckles, purses, wallets, sunglasses, hair accessories
- Home Furnishings / Décor:** lamps, pictures, rugs, candles
- Jewelry:** watches, rings, necklaces, earrings
- Food:** type of food / cultural represented: \_\_\_\_\_
- Miscellaneous:** booths that do not fit into any of the above categories: \_\_\_\_\_

\_\_\_\_\_ As a **food vendor**, listed below is a sample menu and related prices I intend to offer in my booth at the 2021 International Festival. **(Water and soda cannot be sold by vendors - specialty coffees/drinks only with prior permission of the festival committee.)**

\_\_\_\_\_ As a **sales vendor**, listed below is a sample of the items and related prices I intend to have for sale in my booth at the 2021 International Festival. (You will not be allowed to sell any items not listed.)

\_\_\_\_\_ As a **display vendor**, you must include information about your **non-profit organization** and a copy of brochure or information you plan to distribute from your booth at the 2021 International Festival.

_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$

PLEASE ATTACH A COMPLETE MENU OR COMPLETE LIST OF SALE ITEMS

All menu/sales items with prices must be clearly posted on the front of booth for the duration of the festival!

**International Festival Committee reserves the absolute right to accept or reject any vendor application for any reason.** Applications that are not signed or do not have entire payment enclosed will not be considered. Your payment will not be deposited until all applications have been juried and

you have been notified of your acceptance. No refunds issued after July 5, 2023 unless Homeland Security alert status or other circumstances beyond the control of the International Festival Committee, to include the COVID-19 pandemic, require the event to be cancelled. Furthermore, this Agreement or any portion thereof may be terminated at any time, and for any reason, by the International Festival Committee or McMahon Auditorium Authority.

My entry implies my commitment to adhere to all International Festival's rules if accepted. I will be present at International Festival and my booth will be open for business during festival hours. I understand that I may not begin dismantling my booth until 5:00 pm on the final day of the festival. I take full responsibility for the safety of myself and my equipment.

The International Festival participant does hereby agree to forever release, discharge, defend, indemnify and otherwise hold harmless the City of Lawton, Oklahoma, the Lawton Arts & Humanities Council, the International Festival Committee, their officials, employees, agents and servants, of, from, and against any and all claims, demands, expenses, or losses of any kind whatsoever, due to personal injury (including death) and/or property damage arising from or during, on account of, or in any way related to participating in the International Festival.

By signing below, International Festival participant agrees to all terms and conditions as stated in the application.

Enclosed is my check or money order for \$\_\_\_\_\_ payable to International Festival and if applicable a **separate check for the tent deposit** in the amount of \$100.00 per tent.\_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please include all requested information. Failure to adhere to all "entry Requirements" listed in the front of the application will nullify your application!

**No faxed or e-mailed applications accepted.**

**Mail** signed application (include all three pages) and payment to:

International Festival

P.O. Box 522

Lawton, OK 73502

**Deliver** signed application (include all three pages) and payment to:

Arts & Humanities Office

(west entrance) McMahon Auditorium

801 NW Ferris Ave., Lawton, OK 73507

For more information, call the Arts & Humanities Office

at (580) 581-3470 or 581-3471

or e-mail [arts@lawtonok.gov](mailto:arts@lawtonok.gov)