



2019 Cowboy Way Jubilee – Vendor Application & Contract

held at the Market Place on Broadway, 106 E. Broadway, Ardmore, OK 73401

Show Dates and Times:

Thursday, May 2, 2019	6pm to 9pm	Friday, May 3, 2019	9am to 6pm
Saturday, May 4, 2019	9am to 6pm	Sunday, May 5, 2019	9am to 5pm

Load In: Thursday May 2, 2019 12 Noon to 9pm
 Friday May 3, 2019 7am to 8:45am **NO LATE ARRIVALS!**

Load Out: Sunday May 5, 2019 3:15pm to 8:00pm (“Show No Trace” policy)

Vendor Space Application

Please Print

Business or Organization: _____

DBA: _____

Contact: _____

Cell: _____ eMail: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Main Phone: _____ Fax: _____

Federal Tax ID (EIN): _____ OK Sales Tax* Permit #: _____

(please attach copy of OK permit if you have one)

Briefly describe items for sale (i.e., memorabilia, fine art...) _____

Cowboy Way Fest 2019 Vendor Space Contract

By Signing below, I _____ declare I am a legal representative of
 (name, printed)

_____ and I accept the terms and conditions outlined in this document.
 (business name, printed)

I hereby agree to indemnify and hold forever harmless the City of Ardmore, Oklahoma, the Ardmore Oklahoma Chamber of Commerce, Ardmore Main Street Authority, and/or the Cowboy Way Jubilee Organizers against any loss from any claims, demands, or actions that may hereafter at any time be made or brought against Oklahoma’s Cowboy Way Jubilee on behalf of any injuries, demands, or claims of any nature, sustained or arising in the consequence of any accident or injury, demands, damages, or claims of any nature, arising from the event.

By signing below, I acknowledge I have received, read, and I agree to abide by the 2019 Cowboy Way Jubilee Vendor regulations as stated.

Authorized Signature

Print Name

Date



2019 Cowboy Way MayFest – Vendor Space Form

Vendor Spaces are limited to 75 available slots. “Spaces” are either a 6’x8’ indoor space or 10’x10’ outdoor space. *All indoor spaces are already allotted to 2017/2018 Vendors.* Chairs, tables, tents, & electrical are an additional fee. You MAY bring your own table(s) to arrange your space. Vendors must be full INSIDE their allotted space, no egress on outside of space. All are required to have some sort of table covering (not provided). On-Site dry RV Parking Available!

WiFi INTERNET MAY NOT BE AVAILABLE!

However, you may choose to use your cellular service as a mobile hotspot to run charges.

Please Note: Building for indoor spaces will be locked at 6:15pm each night and unlocked at by 8am each morning. There will be no need to breakdown at night. Spaces will be accessible by 8:05am each morning. Outdoor spaces will have on-site security throughout each night (Thursday through Saturday). Everything will be done to assure the safety of your items within your space. However, we **cannot guarantee** the safety of your product/valuables. We recommend obtaining your own insurance to cover any losses. Outdoor spaces may bring their own tents but must bring a way to anchor the tent as you may not anchor into the pavement/black top.

<u>Space Options:</u>	<u># of Spaces x Space Rate =</u>	<u>Total</u>
A) 6' x 8' Space (indoors, space only) SOLD OUT!	_____ x \$75 (3 days) =	_____
B) 10' x 10' Space (outside, space only)	_____ x \$75 (3 days) =	_____

Please Note Here if you are a Food Truck/Vendor Cuisine: _____

Attach a copy of your health permit as required by the City of Ardmore, County of Carter, Oklahoma.

Electrical Access

110V with limited availability—only one (1) electrical plug per business; limited electrical available on a first come, first serve basis. Only electrical connections 16 available. Only construction grade, “orange” extension cords are allowed.

C) Add Electrical \$150.00 (remember to bring your own extension cords) **\$150.00**

D) Supplies: Tables, Chairs, Tents (prices are for the duration of the event, not per day)

- 8ft. folding table \$30.00 each Qty: _____ x \$30.00 = _____
- Folding chairs \$6.00 each Qty: _____ x \$ 6.00 = _____
- 10ft x 10ft tent \$100.00 each Qty: _____ x \$100.00 = _____
- Tent Set up/Take down \$60.00 (includes sand bag anchors) **Supplies subtotal \$** _____

D) Add 3% if paying with credit card (processing fee) **subtotal x 3% = Processing Fee** \$ _____

TOTAL DUE (Space + Electrical + Supplies + Credit Card Processing Fee): **\$** _____

Payment: **Check** **Credit/Debit Card #** _____
 Check # _____ **Circle One:** MC Visa Discover Am Ex

Billing Zip Code: _____ **Expiration Date:** _____ (mm/yy) **CV Code:** _____ (on back)

Authorized Signature
Print Name
Date

Make Checks payable to “Useful Art”. Mail Check to: Cowboy Way Jubilee, c/o Useful Art, 1176 Comet Rd., Ardmore, OK 73401. To **Pay Online**, call for instructions.

Address Questions to: email cowboywaymayfest@gmail.com, or, call Christie Collins, 580-222-5319 for further information.



2019 Cowboy Way Jubilee – Event Vendor Rules and Regulations

The Cowboy Way Jubilee is sanctioned by the City of Ardmore, Oklahoma, the Ardmore Chamber of Commerce, Ardmore Main Street Authority, and presented by Useful Art (event organizer). Thank you for participating! We hope you have a very successful event and to see you again next year!

**Leslei Fisher, Event Founder, 580 768 5559 or
Christie Collins, Event Coordinator, 580 222 5319**

Cowboy Way Jubilee, c/o Useful Art, 1176 Comet Rd., Ardmore, OK 73401

Event Location: The Market Place on Broadway, 106 E. Broadway St., Ardmore, OK 73401

In Case of Emergency: dial **911** *then* phone event founder, 580.768.5559 or 580.222.5319

- SPACE FEES:** Space reservation is not guaranteed until space fees are paid in full. Payment in full due with application. Spaces not paid for in full by **April 15, 2019** will not be guaranteed set up. No post-dated checks will be accepted. A returned check nullifies this contract. No transfers. No subletting *without prior approval* by the Cowboy Way Jubilee Event Coordinator, Leslei Fisher, 580 768 5559. Make checks payable to the “**Useful Art**” and mail to the address above (Comet Rd). Credit cards require an additional 3% processing fees. *Please phone for instructions to pay online.*
- CANCELLATION:** 50% of space rental fees will be retained by the Cowboy Way MayFest for cancellations prior to April 16, 2018. After that date, the total payment will be forfeited. Any refunds are based on whether space is resold or not. Refunds are not guaranteed. **NO TRANSFERS OF FEES** *without consent* of Event Coordinator, Leslei Fisher, 580 768 5559.
- SUBLETTING OF SPACE:** A Vendor may not assign their space to another Vendor. You may not give any person permission to share or use your space *without permission from the promoter*. For permission, contact Leslei Fisher, 580 768 5559.
- NO EARLY DEPARTURE: No Late Arrivals, No Early Exits.**

Vendors are required to stay in their space until advertised closing time. Late Start/Early Takedown or Early Departure is not permitted without prior permission and will forfeit your reservation and participation in future events. Monitors will be stationed nearby. (If you need a relief, just ask, volunteers are standing by!)

 - Vendors must be ready to sell by 8:45am on May 3 and, by 8:55am May 4 & May 5, 2019.
 - Spaces must remain up and intact until 5:16pm on May 5, 2019.
 - Exhibitor agrees to have space manned for the full hours of the show.
(Limited Volunteers will be available to cover bathroom and/or lunch breaks; simply ask).

Vendors who have not arrived by 8:15am on May 3 and by 8:55am on May 4 or May 5 may forfeit their space at the discretion of the promoter.
- VENDOR SPACES:** Each space is marked with blue painter tape on the ground. Exhibitors are required to stay within these boundaries. Please, **DO NOT BLOCK, SET, OR HAVE YOUR SPACE EXTEND INTO THE AISLES.**

Chairs, tables & tents are available at an extra charge. *Coverings for all tables are Requested.* Please make your space neat in appearance. Please cover items in your space overnight for security purposes. **NO TAPE, STAPLES, NAILS, etc.** on floors, walls, or tables. ***Nothing may be hung on walls.***
- ELECTRICITY:** Spaces with access to electricity must provide their own extension cords. Extension cords must be in good condition with no frays, tape or patches, or cuts into the covering. Extension cords must be heavy duty and must be taped down in such a manner it leaves no trace on the ground. Extension cords are not allowed to run overhead or across walkways. If you require electricity, please indicate on the Vendors Space Application Form.
- ENTRY DEADLINE:** All spaces are first come, first serve. Any spaces unsold by April 15, 2019 will be available to existing vendors. Festival participants will have until 8:00pm, May 5, 2019, to reserve the same space for the 2020 festival.



2019 Cowboy Way MayFest – Event Vendor Rules and Regulations, con't.

8. **VENDORS' RESPONSIBILITIES:** Vendors are expected to conduct themselves in a manner complimenting the festival. Vendor assumes full responsibility for any loss or damage to their person or property and release promoter(s) from any liability arising from theft, vandalism, or any manner of loss or injury. Vendors are responsible to clean up their space area after the event and are expected to “leave no trace” as if they were never present.
- Accidents do happen, please contact the Event Coordinator immediately: 580 222 5319.
 - Damage is the responsibility of the Vendor. Spaces not cleaned or with damage will be sent a bill for cleaning or damages.
 - Failure to pay will prevent Vendor from participating at all future events and will be pursued to the extend allowed by law.
9. **PARKING & UNLOADING:** Vendors loading/unloading will be indicated with signage, please unload quickly and move your vehicle so the next person may unload. Please, **Do Not block access in any way.**
- a. BEFORE YOU START SETTING UP move your vehicle to the designated Vendor/Volunteer parking area on Mill Street (immediately West of the venue).
 - b. DO NOT PARK NEXT TO THE BUILDINGS –This space is reserved for Handicap with a plaquard.
 - c. On-Site RV DRY Parking available. Please advise Christie in advance to reserve a space.
10. * **SALES TAX: Ardmore, OK's tax rate is 9.0%.** All Exhibitors who *do not* have a valid OK Sales Tax Permit are required by the State of Oklahoma to fill out an Exhibitor Daily Sales Tax Report and submit it and your sales tax payment to the promotor. Exhibitors *with* a valid OK Sales Tax Permit Must also provide a copy of the Exhibitor Daily Sales Tax Report to the promotor but will pay the sales tax directly to the Oklahoma Tax Commission as usual. Exhibitor Daily Sales Tax Report forms will be available from the Event Coordinator's Office (immediately inside the Marketplace on Broadway building). A list of Vendors' names, addresses and telephone numbers will be turned into the Oklahoma Tax Commission.
11. **SECURITY:** Extra City of Ardmore Police patrols are requested for the duration of the Cowboy Way Jubilee as well as on-site security 24/7. In addition, the Market Place & Mill Street buildings will be locked from 6:16pm to 8am each night. There will be no need to breakdown each night. Spaces will be accessible by 8:00am each morning. Although every precaution will be taken, there is no guarantee as to the safety of Exhibitor merchandise/ property. Appropriate insurance is recommended. On-site dry RV Parking available to vendors. Please let us know your intentions.
12. **INSURANCE:** Special Event Liability Insurance has been purchased for the Event. This does NOT cover vendor losses. It is highly recommended Vendors purchase their own insurance to assure proper protection in case of accident, damage, and/or theft. Please report even the most minor of incidents to the event coordinators, Leslei Fisher and Christie Collins.
13. **SHOW HOURS:** The show hours are listed on the application. Make sure to save a copy of the application that you submit so that you can refer to it for times.
- a. Show Times: May 3, 2019 9am to 6pm, May 4, 2019 9am to 6pm, and May 5, 2019 9am to 5pm
14. **SHOW SET-UP & TAKE DOWN HOURS:**
- a. Load In: Thursday May 3, 2019, 12Noon to 6pm *and* Friday May 3, 7am to 8:45am
NO LATE ARRIVALS!
 - b. Load out: Sunday May 5, 2019, 4:15pm to 8pm (“Show No Trace” policy)
All Exhibitors MUST be cleared out by 8:01PM Sunday, May 6, 2018.
15. The Event Coordinators, Leslei Fisher & Christie Collins of Useful Art reserves the right to enforce &/or interpret the Rules and Regulations and make final judgment without exception. Vendors agree by submission of payment to comply with show policies, Rules & Regulations and the terms & condition as stated herein and in the Application Contract. The Event Coordinator reserves the right to restrict, modify, or expel without refund any exhibit that it deems undesirable or in non-compliance.