

Please return:

- ✓ This Signed Terms and Conditions
- ✓ Signed Waiver
- ✓ With the Application completed.



September 28<sup>th</sup>, 2024 · 9:00 am – 2:00 pm · Cushing, OK Memorial Park (Intersection of Little Ave. & 5<sup>th</sup> St.)

### **FESTIVAL BOOTH SPACE APPLICATION RULES AND GUIDELINES**

The Cushing Chamber of Commerce Festival in the Park is a Festival for the community and about the community. It is a collaboration of different non-profit organizations; Vendors, artists; vintage markets; artisans; Children's talent productions; and many more, put on in the location of Memorial Park on September 28<sup>th</sup>, 2024. The Festival will focus on Artists; Artisans; and Vintage vendors with quality new items, vintage, antique, and repurposed items including home and garden goods, furniture, clothing, jewelry, art, and children's items, as well as artisan-skilled works and up-scale Artwork. The Festival will also feature food served by non-profit organizations in Cushing for fundraisers, Children/Adult Attractions (rides, bounce houses, etc.), Children performers on stage, and other entertainment for shoppers. All the extra events besides the Vendors are from Cushing or surrounding areas and are local.

**\*\*Rules and Regulations stated herein to all booths, some are specifically for Artists/Artisans/Vintage Market/etc. Booths.**

**Festival Dates and Hours of Operation:** The market will be open from 9:00 am – 2:00 pm on September 28th, 2024. Admission to the market for shoppers is Free.

**Application Requirements:** Vendors who wish to apply will need to send their booth form, check/cash/credit card payment, Cushing Chamber Liability form, & Rules and Regulations form signed and dated. For Non-Cushing Chamber Booth applicants, booth space is NOT reserved nor confirmed until payment for the booth and optional tent rental is received by the Cushing Chamber office in full.

**Merchandise Requirements:** First preference will be given to Artists who have been a part of the Lachenmeyer Arts Center Festival in the Park Juried Art Show in years past. Then preference will be given to all other vendors with unique, interesting, and quality items. We will also accept applications for handmade artisan vendors. However, we are not a flea market nor are booths for garage sale merchandise. Please no "sale" signs or "Markdown" signs. "Brick and Mortar" Boutiques may bring any merchandise they would like. Vendor booths are encouraged to do their artwork with the public, teach the public how to do their artwork, and charge a small fee for the public to do the artwork. For example, jewelry makers can have the supplies for the public to make their own custom jewelry, such as charm bracelets. Artists can have a small canvas for the public to pay a small fee to create their own art.

**Merchandise Prohibited:** The Cushing Chamber Festival in the Park does not allow the vending of items including certain "crafts," tools, knives or firearms (or other weapons), and gold or silver coins. Every booth form will go through an approval/decline process.

**Booth Space:** Booth spaces will each be 10x10 and vendors may purchase more than one booth space if needed. Tents will be provided if you are not placed under the Pavilion. Pavilion spaces are for Vendor booths only. There are only 6 – 12 x 12 pavilion spaces and they are first come, first served. Please ask the Cushing Chamber staff if any pavilion spaces are still available if desired. All Booths, regardless of designation, should look professional and attractive and be easy to maneuver through. Boxes must be stored out of sight; display units must be self-standing or on a display stand and may not extend beyond the confines of the booth space unless you have the space where it does not interfere with the vendor on either side of you. Do not block access to another booth or extend into the aisle. Be respectful of your neighbors. If you have friends or family members helping you set up or break down, please remind them of our rules. You are responsible for bringing your tables and chairs.

Cushing Chamber Festival in the Park is a "Rain or Shine" Festival and all booth spaces are paid in advance and are nonrefundable. In the case that the Festival is forced to cancel, re-site, or postpone due to weather or other unforeseen events, the Festival shall not be liable to return or reimburse the vendor for any damage and/or loss, or booth fee.

**Chamber Tent Rental Use:** No Cushing Chamber Tents may be tied together; have sticky fly traps hung on them; anything pierced through the tarp portions; legs adjusted; anything hung from the metal frames; etc. Any type of damage to a Chamber Tent will result in a fine of \$150 billed to you. You will be responsible for the damage. If the Damage Invoice goes unpaid, the Chamber reserves the right to turn the invoice into the Payne County Oklahoma District Attorney for appropriate Charges and Collections. The vendor will be responsible for all legal fees associated with the unpaid Damages invoice.

**Electric:** Electric is available but limited and not guaranteed. Vendors who need electricity will need to note this on the booth form. The only electricity available is 110 V. The City of Cushing Electric Department has crafted distribution carts that are throughout the park, and all distribution carts have a limited number of 110 V outlets. If using electricity, the vendor is required to supply their high gauge 50 ft. – 100 ft. extension cords to reach the distribution carts and for cords to be secured down to not cause unsafe walkways for patrons; please cover them with duct tape or secure them down to the ground.

**Set Up and Tear Down for ALL BOOTH PARTICIPANTS:** Set up will be from 6:00 am-8:00 am on the day of the event. All booths must be set up and ready to vend at 9:00 am. All vehicles must be off of the immediate Festival grounds/Road by 8:15 am. **NO EXCEPTIONS!!** There is special Vendor parking for all with a booth at the festival on the South Side of the Girl Scout Hut, which will be labeled on the map ***Vendors are emailed the week of the festival.*** It is the booth owner's responsibility to enter a valid, primary email address on the booth form, and to check the primary email address inbox/junk/spam folders regularly the week of the Festival for the informational email from the Cushing Chamber. The Festival grounds map in the email will have your booth location site and where the Vendor Parking is located. There will also be Volunteer Parking Attendants to help guide you to where you need to go. "All booth participants are expected to be courteous to other participants during setup." Vehicles are not allowed on the premises and the entry road is closed from 8:15 am to 1:30 pm. Vendors may begin breaking down their booth at 1:45 pm. Early tear-down is not allowed unless instructed by the Cushing Chamber President/CEO Tracy Caulfield. Vehicles may be brought back on the grounds once vendors have finished tearing down most of their booths and are ready to load AFTER 1:45 pm. If you have an emergency and have to leave the Festival, please notify the Cushing Chamber Booth at the Festival and they will help you out of the Festival.

**Again, you MUST HAVE YOUR ITEMS FOR YOUR BOOTH TO YOUR FESTIVAL LOCATION BEFORE 8:15 AM. NO ONE WILL BE ALLOWED TO DRIVE IN THE BLOCKED-OFF AREA AFTER THAT TIME. ABSOLUTELY NO EXCEPTIONS!!!!**

**Trash:** You must remove all trash (Boxes; newspapers; packing materials; etc. included) in your area at the end of the Festival. Please leave the Memorial Park grounds in good condition and clean, the same as when you arrived to set up your booth. If trash is left at your booth area, you will be fined \$30.00 for clean-up costs, and will not be able to return to the Festival in the Park as any type of booth participant/business/nonprofit the next year.

**Sales Tax and Insurance:** It is the responsibility of the vendor and all booths at Festival in the Park to pay their own Oklahoma sales taxes. The Cushing Chamber of Commerce will not be collecting sales receipts. All booths, regardless of designation, will be submitted to the Oklahoma Tax Commission before the Festival. Each booth participant will receive a letter from the OTC before the Festival, regardless of tax exemption status. This is the law of Oklahoma in order for the Cushing Chamber of Commerce to have a Festival permit from the State of Oklahoma. All booths will also receive other information on how to submit their taxes after the Festival.

**ALL BOOTHS WILL BE REQUIRED TO LOG INTO THE OTC WEBSITE AND DECLARE TAXES FROM PRODUCTS SOLD, EVEN IF NO PRODUCTS WERE SOLD.**

For example, Business Informational booths will be required to sign in to OTC and declare \$0, as well as any Nonprofit organization food fundraiser booths. Insurance is also the responsibility of the vendor, and all vendors are expected to have a copy of their certificate on hand at the event. The Cushing Chamber of Commerce staff and volunteers are not liable for any damage/injury concerning the vendor, vendor booth products, or any booth space.

**Vendor Conduct:** Vendors are expected to stay the entire duration of the Festival. Tarps or other coverings may not be hung from the pavilion or Chamber tents. Please be considerate of your neighboring booth business. Smoking will not be allowed within Festival grounds.

For Questions or Concerns please contact Cushing Chamber of Commerce Executive Director Tracy Caulfield at:  
Office: 918-225-2400/Cell: 918-629-7045/1301 E. Main St. Cushing, OK 74023. Tracy@cushingchamber.org  
Cushing Chamber Office hours are Monday – Friday 8:00 am – 5:00 pm, closed for lunch from Noon – 1:00 pm, closed for National Holidays and the day before Cushing Chamber Weekend Festivals (*Therefore, the Cushing Chamber office WILL BE CLOSED SEPTEMBER 27, 2024, DUE TO STAFF SETTING UP THE FESTIVAL GROUNDS.*)

**I agree to all the above rules and regulations set forth by the Cushing Chamber of Commerce for Festival in the Park and acknowledge that I will receive a copy of this signed rules and regulations agreement, as well as a copy of the signed Release of Liability Waiver that is attached to this Rules and Regulations packet:**

Sign \_\_\_\_\_ Date: \_\_\_\_\_

Nonprofit/Business Name (If applicable) \_\_\_\_\_