



Oklahoma Festival of Ballooning - Vendor Application

- Complete the information below and submit to ajennings@muskogee parks.org or mail/deliver to Muskogee Parks and Recreation Office: 837 E Okmulgee St, Muskogee, OK 74403. For questions contact Ahna Jennings at 918-684-6302 x1489.
- Application is due by July 1, 2024. **Non-refundable \$150 vendor fee is due upon approval.**
- \$150 vendor fee includes setup for Friday and Saturday night. Vendor fee is payable by check to: Muskogee Parks and Recreation or online payment link will be available.

Vendor Information

Vendor/Business Name: _____

Contact Name: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____

Cell Phone: _____ Other: _____

Website/Social Media: _____

Event Times: Friday August 23, 2024 | 5:00pm-9:00pm (Setup by 4:00pm Friday afternoon)
Saturday August 24, 2024 | 5:00pm-9:00pm (Setup 12:00pm-4:00pm)

Vendor Types: We welcome family friendly vendors of all types – arts/crafts/merchandise, local businesses, youth/community groups, non-profits, etc. All vendors are subject to approval. Event coordinators reserve the right to deny booth space for any reason.

Please provide a description of your booth space (merchandise to be sold or items to be displayed.)

Booth Space Requirements/Guidelines

- Booth spaces will be available along the food truck midway area.
- Tables and tents are **not** provided.
- **Vendor must provide their own electricity if needed.**
- Booth space will be approximately 10'x10'.
- Vendor locations will be pre-assigned by event committee.
- Vendors will remain setup and in operation for the duration of posted event times.
- Sales tax on sold items are to be paid by the vendor.
- Appropriate licenses and permits are to be displayed at the event if applicable to vendor items sold.
- Vendor understands it is unknown how many guests will attend.
- Vendors must unload and setup in designated area within required timeframe. **Trucks and vehicles must vacate the midway area by 4pm.**
- Vendors receive two parking passes for designated vendor parking area. All other vehicles must pay \$20 general admission parking fee per event and access through main entrance.
- Please include all attachments to be considered for acceptance.

Exclusives: City of Muskogee Parks and Recreation Dept. has exclusive rights to sell event t-shirts and memorabilia. No vendor may use event logo to create or sell any merchandise without permission.

As a potential vendor of the 2024 Oklahoma Festival of Ballooning, I have read and understand the guidelines as written and agree to abide by all requirements. The City of Muskogee, KC Areosports, event sponsors, event staff and volunteers will not be liable for any losses or damages sustained by vendors.

Business Name: _____

Print Name: _____

Signature: _____ Date: _____