

VENDOR APPLICATION

BLUE THUMB FESTIVAL

Location: Hilton Garden Inn in Lawton, Oklahoma
Date: September 28, 2019

BUSINESS INFORMATION		
Business Name:	Name of Contact Person/Applicant:	Phone no.: ()
Mailing Address:	City, State:	ZIP Code:
Email:	Description of products:	
Sales Tax ID #:	or SSN: _____	
(Sales tax ID or SSN must be included, or your application will not be accepted.)		
Both indoor and outdoor booths are available. Indoor booth size varies based on location; minimum booth size is approximately 5' by 8'. Outdoor booth size is 10' x 10'. Booth rental fee for all vendors is \$40.00. Please select your booth preference and, if applicable, indicate mobile boutique or food truck.		
<input type="checkbox"/> Indoor booth	<input type="checkbox"/> Mobile boutique (trailer size: _____)	
<input type="checkbox"/> Outdoor booth	<input type="checkbox"/> Food truck (trailer size: _____)	

1. Event day is September 28, 2019, at the Hilton Garden Inn in Lawton, Oklahoma (135 NW 2nd Street). The event hours are from 10am to 4pm. Applications and all applicable payments will be accepted until the event is full. All fees are non-refundable unless the Blue Thumb Festival is cancelled.
2. Friends of Blue Thumb is a 501(c)3 conducting the festival as a fundraiser.
3. If you are a food vendor, please include a copy of your food permit with your application. We accept checks and money orders. Checks should be made payable to Friends of Blue Thumb. Vendors will receive an email confirmation upon acceptance.
4. Please submit completed application and payment to:

Friends of Blue Thumb
P.O. Box 6443
Lawton, OK 73506

5. Vendors will be allowed to set up on September 28th from 8am-9:45am. Set up must be complete before the event opens at 10am.
6. Vendor assumes all responsibility for loss, theft, or damage.
7. All sales during the event are subject to the local and state tax rate of Lawton. Sales tax forms will be provided to vendors who do not have a sales tax ID number. Payment for sales tax will be accepted at the end of the event.
8. Your location will be provided to you upon your arrival the day of the event. Indoor vendor booths will be in the Bison Room and adjacent hallway in the Hilton Garden Inn. Outdoor vendor booths will be in the southwest corner of the hotel parking lot along 2nd Street.

9. Indoor vendors will be provided with two narrow 5ft tables, a chair, and tablecloths. Outdoor vendors are responsible for providing their own tents, chairs, tables, and other supplies. Electricity is not available for outdoor vendors.
10. Vendors are not to start tearing down until the scheduled event end time. Please have your area clean when you are ready to leave.
11. By signing this contract, you authorize Friends of Blue Thumb and event organizers to take and use photos of your booth displays for advertisement and event updates.
12. The 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 indemnify, defend, and hold harmless Blue Thumb, Friends of Blue Thumb, and the Hilton Garden Inn.

I, the undersigned applicant, attest that the above information is true and correct and that I am responsible for collecting, reporting, and paying all applicable state sales taxes. Additionally, I acknowledge that if I fail to fulfill my obligation to attend the festival, I forfeit my booth fees and any other applicable fees.

Signature: _____ Date: _____

Questions? Email swbluethumb@gmail.com.

