

2023 Strawberry Festival Offsite Vendor Permit Application

Complete this form if you have arranged for booth space from a local property owner and are only in need of a permit.

If Kiwanis Booth Space is needed, complete the 2023 FESTIVAL VENDOR BOOTH SPACE APPLICATION

Business or Entity Information

I have read the Vendor Information on page 2 or on the website and agree to comply with the Vendor Guidelines: ☐ Yes OR ☐ No

I have made arrangements with a Stilwell property owner for space to set up my booth for the festival? ☐ Yes OR ☐ No
(If no, this needs to be done or application needs to be made for booth space using the appropriate application.)

Name of Business/Organization _____

Email Address _____

Business Address, City, State, & Zip Code _____

Business Phone Number _____

Booth Space Attendant _____ Alternate Phone Number _____

Product(s) sold or promoted? _____

☐ I will send in my sales taxes directly to the Okla. Tax Commission –

OK Sales Tax # _____ OR Social Security # _____ OR Fed EIN# (required) _____

☐ I will pay taxes to the Stilwell Kiwanis Club to send them in for me.

☐ I will not be selling anything at the festival.

Permit

(Check one of the following)

☐ Commercial Extended Permit- \$125 (May 8, 2023 – May 14, 2023)

Doing business prior to May 9 or after May 15 requires a permit from the City of Stilwell. Call vendor cell 918-797-5097

☐ Commercial 24 Hour Permit - \$75 (Noon, May 12, 2023 through 6:00 PM, May 13, 2023)

☐ Non-Profit 24 Hour Permit - \$25 (Noon, May 12 through 6:00 PM, May 13)

Comments _____

Payment

Total Owed _____ Applicant Signature _____ Date _____

Please send application with enclosed check or money order for total owed. Remit to: **STILWELL KIWANIS CLUB, P.O. BOX 1312, STILWELL, OK 74960** or payment may be made using PayPal at www.strawberrycapital.com

I am paying by: ☐ Cash ☐ Check ☐ Money Order ☐ Cashier's Check ☐ PayPal Transaction Number _____

Upon arriving, check in at the Kiwanis Club tent on the North side of the Courthouse to be issued your permit.

DO NOT WRITE BELOW THIS LINE OFFICIAL USE ONLY

Application Fee Total

Date Fee Received

☐ Check or Money Order #

☐ PayPal Transaction #

Vendor Information

Permits are required to be purchased and a separate permit displayed on every booth, stand, or attraction.

Permits without the booth space are for vendors who make arrangements directly with private property owners for setup space and needed services.

If assigned booth space is needed, use the 2023 STRAWBERRY FESTIVAL VENDOR BOOTH SPACE APPLICATION, which may be obtained at www.strawberrycapital.com/vendors. The assigned vendor booth space fees include the permit.

Festival Day Permits begin at noon Friday the day before the festival and end at 6:00 P.M. Saturday festival day. Extended permits are available beginning 48 hours prior to the carnival opening on the Wednesday before festival day and ending 48 hours after festival day. **Doing business prior to or after these dates requires a permit from the City of Stilwell.**

There are two categories of offsite vendors for which permits are available. Please read the definitions carefully to determine in which category your business or organization falls.

Commercial Vendors are those who sell concessions, merchandise or operate entertainment attractions for a profit. Food vendors fit into this category if they are a commercial business operation.

Non-Profit Vendors are not-for-profit organizations, as approved by Stilwell Kiwanis, such as local church groups, school groups, or 501 (C)3 organizations.

2023 General Vendor Guidelines

- No alcoholic beverages may be sold on city streets at the festival, due to city ordinance.
- No wine tasting or similar activities are permitted.
- No dispensing or sales of any type of medication or controlled substances is allowed, informational materials only may be distributed.
- Booths located in the Platinum and Prime spaces on the south side of Division St. in the courthouse block may not exceed 14 feet in height so as not to block the view from the entertainment stage.
- No stakes may be driven into the street and vendors must provide their own tables and chairs.
- No booths may be set up on city sidewalks, to facilitate the flow of foot traffic.
- Food vendors may be required by state officials to produce a health permit issued by the state of Oklahoma.
- Each vendor must collect and pay state and local sales taxes. If paying directly to the Oklahoma Tax Commission your Oklahoma State Tax Number must be on your application. If submitting through the Stilwell Kiwanis Club, bring taxes to the Kiwanis tent at end of business day.
- In case of severe weather or other emergency, official announcements will be made from the Kiwanis stage.
- There will be a public water tap available within a few blocks of your space. No hoses are allowed across sidewalks or walkways and may NOT be left attached to a faucet.
- No merchandise may be placed beyond the outside line marked on the street. Canopies or awnings are allowed as long as there are no supports on the street that are outside of the allotted space. Vendors setting up outside the booth space parameter will be required to move into their space within 30 minutes or risk being shut down.
- Booths must be set up and vehicles off the street by 8:00 A.M. on festival day.
- Upon arriving at the festival, check in at the Kiwanis Club tent on the north side of the Courthouse to be issued your permit and the location of your booth space.
- No food preparation will be allowed in or adjoining the arts and crafts area. Any food items for sale must be prepared in a state-licensed facility and prepackaged with the license number on the label.

Vendor Permit Guidelines

- Permit Payment may be made online using PayPal, by personal check, cashier's check, or money order mailed to the Stilwell Kiwanis Club, PO Box 1312, Stilwell, OK 74960. To pay with PayPal go to <http://strawberrycapital.com> and click on the Marketplace link at the top of the page.
- **Kiwanis Booth Spaces** are available in the area along Division and Third Streets and include the permit in the price of the space. If interested, see 2023 Strawberry Festival Vendor Booth Space Application at <http://www.strawberrycapital.com/vendors>.

12/29/2022