



Vendor Application

American Spirit Festival
Hoyt Shadid Park



Friday, June 28 - Saturday, June 29, 2024

The City of Altus is hosting the 4th annual American Spirit Festival in Hoyt Shadid Park. The festival is a family-oriented event full of fun, games, activities, vendors, and entertainment. The grand finale on **Saturday** at approximately 10:15 p.m. is one of the largest fireworks displays in SW Oklahoma. **No personal fireworks, alcohol, or animals (service animals only).**

Dates & Deadlines

Fri. May 25, 2024	Final deadline for Vendor Applications Vendors will be notified of acceptance
Thur. June 27, 2024	Early vendor set up – Time TBD
Fri. June 28, 2024	8:00am-3:00pm – Vendor Set up
	3:00pm – All vendors must be setup
	5:00pm-10:00pm – Festival hours of operation
Sat. June 29, 2024	2:00pm-10:00pm – Festival hours of operation
Festival hours of operation are subject to change/be extended	

All Vendor Specifications

- Vendors may open early on both days if they want to. They **must** operate in their designated booth space during operational hours.
- Vendors will provide **all** their own equipment, to include tents for sales and display vendors, which **must** have a tent. All tents shall be adequately roped, braced, and anchored to withstand the elements of weather. **Canopies are not allowed as they are not designed to withstand rough weather conditions such as high winds.**
- Vendors are responsible for keeping their area clean.
- Vehicles **will not** be allowed in the event area during festival operational hours.
- **No Pets**, except service animals, allowed on the festival grounds.
- The American Spirit Festival Staff or City of Altus reserves the right to decline any application at their sole discretion.
- The location/placement of each vendor will be determined by the Event Coordinator.
- All vendors agree to comply with event rules and regulations.
- Festival site is located in a city park subject to dust, wind, and other elements.

- Vendors will be required to clearly post all menu/sales items with prices on the front of their booth during the event.
- Menu and sales prices may not be changed until after the fireworks on Saturday, June 29th.

Food Vendor Specifications

- Food vendors are responsible for obtaining all necessary licenses and permits. Contact the City of Altus Event Coordinator office at (580)-477-1950 EXT 5338 if you have any questions. Food vendors will **not** be allowed to open without all required licenses, permits, and inspections. **All vendors must be setup by 3:00 p.m. Friday, June 28.**

Booth Information/Fees

Booth Rental Fees – fees are due with signed application.

Food Booth and Food Truck Fees

- Food Truck Space (No Hook Ups, Generator will be Needed) = \$150.00

Craft and Trade Booth Fees

- 10x10 Booth Space = \$75.00
- 10x20 Booth Space = \$100.00

Payment for booth space is due along with your application. Should your application be denied, a full refund will be issued

Sales Tax Information

Under 2015 Oklahoma Statute Title 68 "Revenue and Taxation," Subsection J, special event vendors approved under the statute shall remit tax along with a sales tax report **directly** to the Tax Commission within fifteen (15) days following the conclusion of the special event. If not filed on or before the fifteenth day, the tax shall be delinquent from such date. Reports timely mailed shall be considered timely filed. If a report is not timely filed, interest shall be charged from the date the report should have been filed until the report is actually filed.

Entry Requirements Checklist

- Signed application
- Appropriate booth fee
- Copy of Annual Mobile Food License (if applicable)
- List of items to be sold with prices.

Please include all requested information on your application. Failure to adhere to the above requirements will nullify the application.

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American Spirit Festival
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Please Print

Name of Booth (as it should appear in print): _____

Contact Person Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: _____ Cell: _____

E-mail: _____

Please indicate booth type and size of booth space you are requesting (all items to include trailer hitches, etc. must fit inside your designated booth space):

Food and Sales Booth Fees

Food Truck(No Hook Ups, Generator will be needed) = _____

\$150.00

Display Booth Fees

10x10 Booth Space = \$75.00 _____

10x20 Booth Space = \$100.00 _____

Please let us know the exact size of your Trailor or tent: _____

Do you have an Annual Mobile Food Vendor License? _____ YES _____ NO

Does your food booth carry vegetarian options? _____ YES _____ NO Vegan? _____ YES _____ NO

Will you be using a generator? _____ YES _____ NO

I have read and agree to all requirements regarding my vendor booth. _____ YES _____ NO

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The City of Altus reserves the absolute right to accept or reject any vendor application for any reason. **Applications that are not signed or do not have payment enclosed will not be considered.** No refunds issued after application deadline for vendors who are accepted into the event, unless the City decides for any reason to cancel the event, in which case a full refund will be processed.

The event participant's entry implies a commitment to adhere to all City of Altus/American Spirit Festival rules if accepted. Event participant must be present at the event and have booth open for business during event hours. Event participant may not begin dismantling tents or displays until event is over. Event Participants take full responsibility for the safety of themselves and their equipment.

The event participant does hereby agree to forever release, discharge, defend, indemnify, and otherwise hold harmless the City of Altus, their officials, employees, agents, and servants, of, from, and against any and all claims, demands, expenses, or losses of any kind whatsoever, due to personal injury (including death) and/or property damage arising from or during, on account of, or in any way related to participating in the American Spirit Festival.

By signing below, the event participant agrees to all terms and conditions as stated in the application.

Payment can be made at playaltus.com or by check made to the City fo Altus

Signature: _____ Date: _____

Application must include: signed application, booth fee, list of items to be sold with prices, copy of annual food vendor license (if applicable).

Mail signed application and payment to:
City of Altus - Recreation Dept

509 S Main Street, Altus, OK 73521

For more information, call the Event Coordinator Office
at (580-477-1950 EXT 5338
or email bdarby@altusok.gov

Vendor Name: _____ Booth Location _____

Completed, Signed Application _____ Booth Fee(s) _____

List of Items to be Sold _____ Copy of Annual Mobile Food Vendor License _____

ASF Event Coordinator _____ Date: _____