



## 2019 CRAWFISH FESTIVAL REGULAR VENDOR INFORMATION PACKET

Dear Vendor:

Thank you for expressing an interest in being a Regular Vendor for the 2019 Big Dawg's Crawfish Festival which will be held in the Historic Hat Box Field Hangers, located in Muskogee OK on **June 1, 2019**.

Please find enclosed an application packet to apply to become a regular vendor. **Please fill out the application completely, Scan and email to [info@bigdawgfest.com](mailto:info@bigdawgfest.com)**  
**Once you are approved you will be sent an invoice through paypal for your booth rental and deposit**

The deadline for regular vendor applications is **May 25, 2019**. We will let you know if you have been accepted as soon as possible.

If you have any questions, please feel free to contact our office at (918) 577-7414 or email us at [info@bigdawgfest.com](mailto:info@bigdawgfest.com).

### REGISTRATION REQUIREMENTS:

The fee for regular vendors is **\$25.00 per booth space** for a 10' x 10' space. Electricity is provided in your application fee for a 110 allowing 2 plugins. If you require additional plug-ins, please specify on your application and additional costs may apply.

A **clean up deposit of \$25.00** is required. You are required to keep your area free of debris and to dispose of your cardboard boxes in the designated dumpsters. **At the end of the festival, your area will be inspected and your deposit returned to you. Failure to clean up your area will disqualify you from future festivals.**

**Deadline** for the acceptance of applications is **May 25, 2019**. Reservations will be confirmed upon decision of Regular Vendor Committee.

In order for the committee to consider your application, the following is necessary:

☐ Completed application form

Return all of the above to: [info@bigdawgfest.com](mailto:info@bigdawgfest.com)

### **Booth Space Information:**

Booth Space Specifications:

☐ One space will be 10 feet x 10 feet to be assigned by the Regular Vendor Committee. All equipment must be within your assigned booth space. **YOU ARE NOT ALLOWED TO WALK THE GROUNDS SELLING YOUR WARES. NO EXCEPTIONS.**

☐ Vendors must furnish all backdrops, extension cords, signage, tables, etc.

Letters of acceptance will be sent out to vendors. Please do not assume you have been accepted unless you receive a letter of acceptance.

Booths are to be open for business:

Saturday, June 1st 10:00 AM until 9:00 PM SET UP TIMES AND REQUIREMENTS:

Set up begins at 7:00 am on Saturday morning of the festival. No parking of vehicles, etc. or setting up allowed on Friday for safety reasons Please do not call and ask or show up on Friday asking if you may set up.

You are required to have all vehicles out of the festival grounds by 9:30 AM on Saturday

You will **not be allowed to drive your vehicles back in to load up until 30 minutes after the sheriff department has cleared the crowd from the festival grounds**. This policy will be strictly adhered to with NO EXCEPTIONS. These are regulations set up to insure the safety of our festival guests.

In the event you are chosen to be a vendor, the following forms will be emailed to you with a letter of acceptance and contract If selected, you will be required to make full payment by **May 26th, 2019**. If you are accepted and back out before April 15th, your deposit will not be refunded. If you back out after April 15th, your full payment will not be refunded.

2019 BIG DAWG'S CRAWFISH FESTIVAL Regular  
Vendor Application

NAME:

This is the name your clean up deposit refund will be issued. No exceptions.

ADDRESS:

CITY: STATE: ZIP:

CONTACT PERSON:

PHONE NUMBER: ( )

EMAIL ADDRESS:

NUMBER OF BOOTH SPACES REQUESTING:

NUMBER OF WORKERS IN YOUR BOOTH:

PLEASE LIST AND DESCRIBE ALL ITEMS YOU WISH TO SELL: (Only specific item you list below will be allowed in your booth. **Any additions must be approved by BDCF – no exceptions). Use additional sheet if needed.**

Name of Item: Describe:

**ELECTRICITY: TYPE NEEDED: 110** Only one 110 is provided. The cost of electricity is included in your booth fee. Please list all electrical equipment and wattage needed for each to be used:

When you are approved as a vendor you will receive an invoice through Paypal for your Vendor fee (\$25.00) and deposit (\$25.00) for a total of \$50.00 after payment of the invoice you will receive an email with your vendor number and vendor location.