

49th Annual
Coweta Fall Festival
September 12-14



2024 Food Vendor Packet

Presented By
Coweta Chamber of Commerce

info@cowetachamber.com

918.486.2513



Coweta Fall Festival is a three-day outdoor celebration designed to entertain the community, featuring carnival rides, vendor booths, exceptional fair food, live entertainment and much more!

2024 Festival Dates/Hours

Thursday, September 12 from 5-10 p.m.

Friday, September 13 from 5-11 p.m.

Saturday, September 14. Parade at 11 a.m., Midway open from 12 noon-11 p.m.

Food Vendor Applications

Application deadline to receive the Early Bird Rate is Thursday, Aug. 8, 2024. All applications are due no later than August 22, 2024. Payment is due with application. We have limited space so apply early.

Rates for Non-Profit Organizations (501 c3)

\$375 for 25 ft. if submitted by August 8, 2024.

\$425 for 25 ft. if submitted after August 8, 2024.

Rates for All Other Groups

\$600 for 25 ft. if submitted by August 8, 2024.

\$650 for 25 ft. if submitted after August 8, 2024.

For ALL Food Booth Vendors

*Over-sized Booth Fee \$10 per additional foot over 25 ft. in length.

*Over 30 total ft. in length will require purchase of additional space.

* Supply Trailer Fee (For Refrigeration) - \$50, limit two (2) 110 plugs.



Please Provide the Following:

1. Vendor application (See attached or go to www.cowetachamber.com).
2. Copy of your Certificate of Insurance valid through September 14, 2024. Your COI must have the Coweta Chamber of Commerce and City of Coweta listed as additional insured.
3. Menu of ALL items sold during Fall Festival and include pricing. We will not accept your application without this information.
4. Photo of your booth. Must be in a food trailer or concession stand.
5. Copy of current State of Oklahoma food establishment license (unless otherwise exempt).
6. Copy of current Oklahoma sales tax permit (unless otherwise exempt).
7. Copy of completed 2024 Health Department Special Event Form.
8. Signature on contract and release of claims.
9. Payment. We accept credit cards, money orders, cash or checks made out to Coweta Chamber of Commerce. Payment is due at time of application. If you are not accepted as a vendor, or all spots are full, we will return your payment. Payments can be mailed to Coweta Chamber of Commerce, P.O. Box 70, Coweta, OK 74429 or dropped by our office at 115 S. Broadway in downtown Coweta. For payment by phone, call 918-486-2513.

Space is limited, so apply early. We will receive more applications than we have spaces available. We do our best to minimize duplicated food items between vendors, but cannot guarantee 100 percent food item exclusivity.

We reserve the right to reject any application for any reason.

If you have any questions, please email us at info@cowetachamber.com or call us at 918-486-2513.



Set Up and Electricity

Food booth set up will take place Wednesday, Sept. 11 beginning at 12 noon. Exact times will be sent out via email/phone by Thursday, Sept. 5, 2024. Power will be connected according to the time you were give for arrival. Electricity will be available through Sunday, Sept. 15 at 1 a.m. If electrician is called out for any reason that is deemed the fault of the vendor, electrical charges will be forwarded to the vendor.

Space Assignment

We reserve the right to reassign and redesign ANY space when it will enhance traffic flow and appearance of the festival. Electrical needs will determine where booths are ultimately located due to electric restrictions.

Refund Policy

Cancellations must be made in writing and postmarked by August 22, 2024. 100% refund if cancelled in writing by that date. No refunds for cancellations after August 22, 2024. No refunds will be made for weather at any time.

Restrictions

No glass bottles/cups to be sold.

Proper Clean Up

Your space must be tidy at all times. Any cardboard boxes you empty **MUST BE BROKEN DOWN** and discarded in the trash dumpster on the southwest end of food alley by the Windstream building. **DO NOT USE DUMPSTERS BEHIND BUSINESSES.** A \$50 trash fee will be billed if your area is not cleaned. All vendors must be cleared out by 2 a.m. Sunday, Sept. 15. **NO EXCEPTIONS**

No Teardown or Leaving before 11 p.m. Saturday

Electricity will be turned off at approximately 1 a.m. Sunday, Sept. 15. Please be patient when leaving as everyone will be trying to leave at the same time.



Parking

Parking places located behind downtown businesses are for those merchants only, Do NOT park in these areas including south of FNB Coweta or in their alley. Please see attached parking map. There are empty parking spaces near the post office as well as the area churches located off of Bristow Ave.





Liability Statement

Vendor expressly agrees to indemnify, defend and hold harmless the Coweta Chamber of Commerce, its officers, employees, Fall Festival committee and Board of Directors, the City of Coweta, its officers, employees and City Council, from any and all claims, causes of action, liability, cost, expense or judgment relating to such goods, merchandise, or services, including without limitation, any liability from all manner of actions, causes of action, debts, accounts, bond, contracts, claims and demands for or by reason of any damage, loss or injury to person and property which has been or may be sustained as a consequence of participation in the Coweta Fall Festival.



2024 Food Vendor Application - Page 1@3

VENDOR NAME: _____

DBA: _____

ID - The Oklahoma Tax Commission requires that all festival vendors provide their Federal Employer Identification Number or Social Security Number: _____

OKLAHOMA SALES TAX PERMIT NUMBER: _____

PHONE NUMBER: _____

MAILING ADDRESS: _____

CONTACT PERSON: _____

MOBILE PHONE: _____

E-MAIL ADDRESS: _____

BOOTH INFORMATION: Size fully open, both length and width. We must also know your electrical needs - amps and volts. This determines where you can be placed along food alley. PLEASE NOTE: All cords must be SJ or OJ and rated for amps used. Also, you must stick with the electrical needs you report prior to the festival.



2024 Food Vendor Application - Page 2@3

PLEASE INDICATE TYPE OF VENDOR (BOOTH UP TO 25-FEET IN LENGTH)

Non-Profit Organization (501 c3)

\$375 if submitted by August 8, 2024: _____

\$425 if submitted after August 8, 2024: _____

All Other Groups

\$600 if submitted by August 8, 2024: _____

\$650 if submitted after August 8, 2024: _____

For ALL Food Booth Vendors

Over-sized Booth Fee \$10 per additional foot over 25 ft. in length: _____

Over 30 total ft. in length will require purchase of additional space. Is this needed? _____

Supply Trailer Fee (For Refrigeration) with two-plug limit. Is this needed? _____

In submitting this exhibitor application, I agree to participate in the Fall Festival to sell food, non-alcoholic beverages and/or concessions. My signature on this contract and release of all claims indicates my understanding and acceptance of all requirements and my commitment to provide the agreed upon items.

NO REFUNDS after August 22, 2024 for any reason, regardless of weather or other circumstances. Cancellations must be made in writing no later than August 22. I agree no substitutions to the menu or price changes may be made without prior, written approval. Any attempt on my part to make substitutions or price changes may result in termination of my participation.

I will be responsible for my booth including set up and take down. Trailer may be brought in only on Wednesday, Sept. 11 after 12 noon and I must arrive in my scheduled block time. Power will be connected in order of arrival. Electricity is available from Wednesday, Sept. 11 at 2 p.m. through Sunday, Sept. 15 at 1 a.m. You must be present for fire marshal and health department inspections. Dates and times TBD.

I agree to locate my booth in accordance with the instructions Fall Festival provides. I agree to be compliant with the Fall Festival, state and local laws/ordinances. I agree to comply and operate within the Wagoner County Health Department requirements. I agree to provide water hoses to hook to the water supply provided by Fall Festival.



2024 Food Vendor Application - Page 3@3

I will conduct my operations in a safe manner. I will meet all of the requirements set forth by the Coweta Fire Marshal. I agree to maintain booth cleanliness and will keep my area neat and pleasant for customers. I understand no glass bottles/cups are to be sold. I noted my electrical requirements on this form. I understand I cannot exceed those requirements and any attempt to use additional power may result in the termination of my participation at Fall Festival. A \$50 Trash Fee will be billed after the festival if the area is not cleaned.

I understand the Coweta Chamber of Commerce and the Fall Festival reserve the right to accept or reject this application for any reason. Rejection of application will be given a full refund of the entry fee. I agree that any termination of my participation at the Fall Festival (i.e. during or after setup) will be without a refund of my entry fee.

If electrician is called out and it is deemed the fault of the vendor, electrical charges will be forwarded to the vendor.

I also do hereby expressly agree to indemnify, defend and hold harmless the Coweta Chamber of Commerce, its officers, employees, Fall Festival committee and Board of Directors, the City of Coweta, its officers, employees and City Council, from any and all claims, causes of action, liability, cost, expense or judgment relating to such goods, merchandise, or services, including without limitation, any liability from all manner of actions, causes of action, debts, accounts, bond, contracts, claims and demands for or by reason of any damage, loss or injury to person and property which has been or may be sustained as a consequence of participation in the Coweta Fall Festival.

Furthermore, I will be solely liable for any claims alleging death, illness or injury on account of unfit food or beverage dispensed from my booth. I have product liability hazard insurance. I also have contractual liability coverage. My insurance certificate is provided. By signing, I have read the above release and the rules and regulations attached to the entry form and agree to abide by them.

Signature: _____

Date: _____



City of Coweta

OFFICE OF THE FIRE MARSHAL

214 N BROADWAY • P.O. BOX 850 • COWETA, OKLAHOMA 74429 • PH. (918) 279-7236

To: To Whom It May Concern
From: Fire Marshal Jeff Waller
Date: May 21, 2024
Subject: Fall Festival Food Truck/Food Vendor Information

Food Truck/Food Vendor Information

All mobile food preparation vehicles and food vendors need to comply with the 2018 International Fire Code requirements. All mobile food preparation vehicles and food vendors must be inspected by Fire Department personnel before opening operations to the public.

Items that will be inspected:

Propane:

- The LP gas supply system, including the containers, shall be installed either on the outside of the vehicle or in a recess or cabinet that is vapor-tight to the inside of the vehicle but accessible and vented to the outside.
- Vents shall be 3 feet from any opening into the vehicle that is below the level of the vent.
- Containers shall be mounted securely and properly and the main shut-off valve readily accessible.
- No leaks in the system.

Hood System/Hood Suppression:

- A Type 1 hood shall be installed at or above all cooking appliances that produce grease vapors.
- Each required Type 1 hood shall be protected with an approved automatic fire-extinguishing system. (House Bill No. 3995, not required until November 1, 2025; Class K extinguisher is allowed instead.)
- The hood and suppression system shall be inspected and tagged by a qualified individual every 6 months.

Fire Extinguishers:

- All mobile food preparation vehicles and food vendors shall have at least 1 fire extinguisher with a minimum rating of 2A10BC (5 lbs.).
- Additionally, if cooking with oil or fats (frying) a Class K fire extinguisher (10 lbs.) is required.
- Extinguishers are to be mounted in a conspicuous location and readily accessible.
- Extinguishers shall be inspected annually by a licensed contractor.



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Electrical:

- Electric panels shall be accessible.
- Open junction boxes and open wiring splices shall be prohibited.
- Extension cords shall not be subject to physical impact.
- Generators shall be located, maintained, and used in a manner that does not present a hazard to the public or vehicle occupants.
- Generators shall not be re-fueled while hot. Turn off and allow to cool to the touch.

Other Items:

- Wheels should be chocked or vehicle stabilized in an approved fashion.
- Do not block fire hydrants.
- Smoking is prohibited within 25 feet of LPG container (propane). Sign stating "FLAMMABLE GAS – NO SMOKING WITHIN 25 FEET" shall be located on or adjacent to the LPG container and at the serving window. Text is 2-inch block letters in a contrasting background.
- Solid Fuel (wood, charcoal, etc.) shall not be stored within 3 feet to any cooking appliance. Removed ashes, cinders, and other fire debris should be placed in a closed metal container located at least 3 feet from any cooking appliance or fuel source.
- Any other items that are deemed to be safety hazards will be addressed at the inspection.

If you have any questions, please contact my office at any time.

Jeff Waller, Fire Marshal
Coweta Fire Department
Office: 918-279-7236 | Cell: 918-857-3711
PO Box 850 Coweta, OK 74429
jwaller@cityofcoweta-ok.gov



Oklahoma State Department of Health
Creating a State of Health

49th Annual Coweta Fall Festival September 12-14, 2024

Wagoner County Health Department
28596 E. 141st St. So.
Coweta, OK 74429
Phone: 918-486-2845
Email: Darren.henin@health.ok.gov

Attention: Darren Henin, County Sanitarian

FOOD UNIT NAME: _____

*HEALTH DEPARTMENT FOOD LICENSE NUMBER: _____

NAME: _____

ADDRESS : _____

CITY: _____ STATE: _____ ZIP CODE: _____

DAYTIME PHONE NUMBER: _____

MENU: _____

SIGNATURE: _____

*** IF YOU DO NOT HAVE AN OKLAHOMA STATE HEALTH DEPARTMENT LICENSE, YOU MUST BUY A TEMPORARY LICENSE FOR \$100 FOR THE ENTIRE THREE-DAY EVENT. PLEASE RETURN THIS FORM AND THE HEALTH DEPARTMENT WILL CONTACT YOU REGARDING REQUIREMENTS FOR A TEMPORARY LICENSE.**

Please complete and return this form to the above address/email address and the Health Dept. will contact you.

-----FOR HEALTH DEPARTMENT USE ONLY-----

APPROVED _____ DENIED _____

SIGNED _____ DATE _____

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