



# 45th Annual INTERNATIONAL FESTIVAL

**Elmer Thomas Park - 3<sup>rd</sup> & Ferris - Lawton, OK**  
**September 27, 28, and 29 2024**  
**Vendor Application**

The International Festival began in 1979 as an “Ethnic Exposition” and was created out of a desire to promote greater awareness and appreciation of Lawton’s diverse heritage through performances, interactive activities, artisans, and the different vendors. In 1982 the event’s name was officially changed to the “International Festival” and over the years has grown into a three-day event averaging 30,000 in attendance. The festival provides local ethnic organizations and other groups and individuals an opportunity to display aspects of their culture that makes the Lawton Fort Sill Community so unique, while developing community spirit and participation through involvement of local residents, civic organizations, businesses and schools. There are three different types of Vendor Booths:

**Food Booth Definition:** A food vendor prepares and sells food. Bottled water, soda, or standard fountain drinks may not be sold at a food booth.

**Sales Booth Definition:** A sales booth is a booth where items are displayed for sale. Prepackaged food may be sold at a sales booth.

**Display Booth Definition:** Display booth are for any non-profit organization disseminating information.

**IMPORTANT DATES (tentative):**

<b>Friday, June 20<sup>th</sup></b>	<b>Deadline for Applications</b>
Late July	Acceptance letters mailed
Early Sept	Festival guidelines and vendor packets mailed
Wednesday, Sept 25	Early set up 5:00 pm to 8:00 pm (No electrician on site)
Thursday, Sept 26	Set up from 9:00 am to 8:00 pm (Electrician on site from 5 pm – 8 pm)
Friday, Sept 27	Set up from 9:00 am to 3:00 pm (Food Booth inspections start at 10:00 am)
Friday, Sept 27	Festival hours are 5:00 pm – 9:00 pm / Opening Ceremony at 5:45 pm
Saturday, Sept 28	Festival hours are 11:00 am – 9:00 pm
Sunday, Sept 29	Festival hours are 12:00 noon – 5:00 pm

### **All Vendor/Display Booth Specifications:**

- **All accepted vendors** are strongly encouraged to attend an International Festival Vendor/Display Information Meeting that will be hosted in September at least one week before the start of the International Festival. The meeting will take place at McMahon Memorial Auditorium, 801 NW Ferris Ave. Lawton, OK, and a virtual link will be made available for those who are unable to attend in-person.
- Vehicles are **not** allowed in the festival area during festival hours. Vendor parking will be available in designated area on a limited first come-first serve basis. Each vendor will be provided **two** vendor parking passes; however, parking passes do **not** guarantee availability of parking space. Trailers not requiring electrical hookup may be parked in the vendor parking area but one of your parking passes must be used for your trailer.
- Inflatables, bounce houses, etc.: Call office at 580-581-3470 or 581-3471 before completing the application.
- **NO PETS** allowed on festival grounds – service animals only.
- **ALL products, trailers, and supplies must fit within rented booth space!** Additional parking for trailers not requiring electrical hookup is available approximately ¼ mile west from vendor area located in the paved parking lot of the playground.
- Vendors are responsible for their own equipment as well as the cleanliness of their booth area and must remain open during all festival hours.

### **Beverage Sales:**

- Only Food Vendors may sell beverage in the form of specialty drinks. Other beverages may be allowed with prior permission. **No vendor is allowed to sell water, soda, or standard fountain drinks.**

### **Food Vendor Specifications:**

- Food booths **MUST** be in keeping with an international theme while representing a specific culture or ethnic organization. Cultural related decorations are encouraged for all booths.
- **Food Coupons:** Food booths are required to honor fifteen Volunteer Meal Coupons (valued at \$10.00 each) for festival volunteers and workers. Coupons will be printed by representatives of the International Festival Committee. Vendors are **not** reimbursed for these coupons.
- The Fire Code requires that **all food tents have certification of flame propagation performance for tentage and similar structures that meet or exceed NFPA 701.** This certificate is typically a document that affirms that a material has been treated and is still within the thresholds required to make the material “flame retardant”. **Food tents must have mesh walls and all food must be located in the screened in area of tent.** A minimum 5lbs rechargeable ABC fire extinguisher shall be located in all tents and membrane structures greater than 400 square feet and at any location with a heat-producing device. When areas include deep fat fryers or cooking equipment involving solid fuels or vegetable or animal oils or fats, a listed Class K portable fire extinguishers shall be provided. The extinguishers shall be inspected annually by a state licensed contractor.  
**For questions about the fire safety requirements, please call 580-581-3299.**

- Food vendors are responsible for obtaining all necessary licenses and permits. City of Lawton License & Permit application and fees are due by Friday, September 6<sup>th</sup>. **NO applications or money** will be accepted at the festival site. Contact the City of Lawton Building Division office at (580) 581-3360 if you have any questions.
- Food vendors will not be allowed to open without all required licenses, permits, and inspections. Food vendors without a mobile food license on file with the City of Lawton must be ready for inspection on Friday, September 27<sup>th</sup> by 10:00 a.m.

**NOTE:** If you are approved to be a food vendor there might be additional fees payable to the Health Department, due at time of the inspection (Friday, September 27<sup>th</sup>).

**Please call the Health Department at (580) 248-5890 for more information.**

### **Booth Information/Fees:**

- **Booth space does not include tent.** All vendor booths must have a tent. All tents shall be adequately roped, braced, and anchored to withstand the elements of weather. Canopies are not recommended as they are not designed to withstand rough weather conditions such as high winds.
- You may indicate a location preference, but location/placement of each vendor will be determined at the sole and absolute discretion of the Committee.
- **Food Booth Available Spaces:**  
 Option 1 is a 10' x 20' space --- Commercial vendor = \$365 / Non-profit vendor = \$165  
 Option 2 is a 10' x 40' space --- Commercial vendor = \$630 / Non-profit vendor = \$300  
**NOTE:** First time vendors must submit photos of food truck, place of business, or organization.
- **Sales Booth Available Spaces:**  
 Option 1 = 15' x 15' --- \$165  
 Option 2 = 15' x 25' --- \$300  
**NOTE:** Sales vendors who want to sell t-shirts must add 30% surcharge to booth rental fee.
- **Display Booth Fees:**  
 10x10 booth space - \$60
- Payment for booth space is due along with your application. Should your application be denied, a full refund will be issued
- There is an additional rental and set-up fee if you rent a tent from the festival committee.

### **Tent Rental Information/Fees:**

Tent Size	Set Up / Tear Down Fee	Without Walls	With Walls (Food Booths Only)	Tent Deposit
10x10	\$75.00	\$200.00	\$280.00	\$100.00
10x20	\$75.00	\$250.00	\$370.00	\$100.00

**A \$100 refundable deposit is required from all vendors who rent festival tents.** Please include a **separate \$100 check** with your signed application and **required fees**. Your deposit check will be

returned within two weeks of the festival if tent is returned in acceptable condition as determined by staff. Deposit will be forfeited to the International Festival Committee and additional charges may be incurred if equipment is not returned in the same condition as received. **All payments, including the deposit check, are due in full with signed application.**

### **Electricity**

Electricity is provided for each booth; however, it is your responsibility to ensure that your appliances/electrical needs do not exceed the electrical capacity that is designated for your booth. Please indicate all your electrical information as requested on the application. **Be sure to indicate if you require a 220-volt outlet and the total number of 20-amp circuits you need. The 220 outlet is a “4 prong, 220, 50 amps” – you must adapt to this connection - no exceptions!** **NOTE:** 20-amp circuits may be limited depending on overall electrical needs for the festival. Electrical cords should be no longer than 50 feet and be a 12-gauge minimum.

### **Security**

Twenty-four-hour security is provided during the festival. Vendors may choose to leave their equipment in place overnight; however, the International Festival Committee and its sponsors do not assume liability for any lost, stolen, or damaged material or equipment.

### **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.

### **Eligibility Criteria for all Applicants**

- The International Festival Committee reserves the right to decline any application at their sole discretion. **No refunds** will be issued after **August 9, 2024** unless Homeland Security alert status or other circumstances beyond the control of the International Festival Committee, to include COVID-19 pandemic, require the event to be cancelled. All vendors agree to comply with event rules and regulations.
- In the event of rain, in most cases, all events will continue as scheduled. In the event of severe weather, lightning and/or damaging winds, scheduled events may be delayed or canceled.

**No faxed or e-mail applications accepted!**  
**For more information, call the Arts & Humanities Office at  
(580) 581-3470 or 581-3471 or e-mail [arts@lawtonok.gov](mailto:arts@lawtonok.gov)**

# Vendor / Display Application --- Page 1 of 3

## 45<sup>th</sup> Annual International Festival

September 27-29, 2024

PLEASE PRINT

Name of booth (as it should appear in brochure): \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

OKLAHOMA SALES TAX NUMBER: STS: \_\_\_\_\_

Circle booth type **and** check booth size:

Food Booth:      Option 1 (10' x 20') \_\_\_\_\_      Option 2 (10' x 40') \_\_\_\_\_

Sales Booth:      Option 1 (15' x 15') \_\_\_\_\_      Option 2 (15' x 25') \_\_\_\_\_

Display Booth:    (10' x 10') \_\_\_\_\_

**I need to RENT a tent:**      \_\_\_\_\_ 10' x 10'      \_\_\_\_\_ 10' x 20'

Indicate size of sales trailer including tongue and hitch, (if used instead of a tent for your booth): \_\_\_\_\_

**Are you currently licensed as a mobile establishment in the State of Oklahoma**     **Yes**     **No**  
**If yes, please include a copy of your license with the application!**

Do you require a 220 outlet?     YES     NO    (If yes, must adapt to a 4 prong, 220, 50-amp plug!)

How many 20-amp circuits do you need? \_\_\_\_\_

**Power supply is limited in festival area.** Number of 20-amp circuits for each vendor will be determined after review of all electrical needs. List equipment that is necessary to your operation (i.e. crock pots, cookers, coffee pots, smoker, A/C, etc):

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**ALL products, trailers, supplies must fit within the rented booth space.** Additional parking for trailers not requiring electrical hookup is available approx. ¼ mile west of vendor area located in the paved parking lot of the playground. Trailers not requiring electrical hookup may be parked in vendor parking but one of your parking passes must be used for the trailer. **Please indicate above if your supply trailer requires electrical hookup.**

## **Vendor / Display Application --- Page 2 of 3**

**Booth Category:** Please select from the list below a single category that best represents your booth. There is no product exclusivity on site; however, we will try to avoid placing competitive products next to each other.

- Art / Photography:** display of framed and unframed art, prints and photography
- Children's Area:** children's toys, games, activities
- Clothing:** ladies', men's, children's clothing, footwear, outerwear
- Fashion Accessories:** belts, hats, buckles, purses, wallets, sunglasses, hair accessories
- Home Furnishings / Décor:** lamps, pictures, rugs, candles
- Jewelry:** watches, rings, necklaces, earrings
- Food:** type of food represented: \_\_\_\_\_
- Miscellaneous:** booths that do not fit into any of the above categories: \_\_\_\_\_

**Culture(s) represented:** \_\_\_\_\_

\_\_\_\_\_ As a **food vendor**, I have attached a menu with prices I intend to offer in my booth at the 2024 International Festival. **(Water and soda cannot be sold by vendors - specialty beverages only with prior permission of the festival committee.)**

Does your food booth carry vegetarian options? \_\_\_\_\_ YES \_\_\_\_\_ NO    Vegan? \_\_\_\_\_ YES \_\_\_\_\_ NO

\_\_\_\_\_ As a **sales vendor**, I have attached a list of the items and related prices I intend to have for sale along with photos of my booth at the 2024 International Festival. (You will not be allowed to sell any items not listed.)

\_\_\_\_\_ As a **display vendor**, I have included information about my non-profit organization and a copy of brochure or information I plan to distribute from my booth at the 2024 International Festival.

\_\_\_\_\_ As a **non-profit organization**, I have included documentation verifying my non-profit status.

**Please indicate if you have a preferred booth location (booth location not guaranteed but will be considered by the International Festival Committee)** \_\_\_\_\_

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**PLEASE ATTACH A COMPLETE MENU OR COMPLETE LIST OF SALE ITEMS ALONG WITH PHOTOS OF YOUR BOOTH**

All menu/sales items with prices must be clearly posted on the front of booth for the duration of the festival!

## Vendor / Display Application --- Page 3 of 3

**International Festival Committee reserves the absolute right to accept or reject any vendor application for any reason.** Applications that are not signed or do not have entire payment enclosed will not be considered. Payment for booth space is due along with your application and will be deposited. Should your application be denied, a full refund will be issued. No refunds issued after August 9, 2024 unless Homeland Security alert status or other circumstances beyond the control of the International Festival Committee, to include the COVID-19 pandemic, require the event to be cancelled. Furthermore, this Agreement or any portion thereof may be terminated at any time, and for any reason, by the International Festival Committee or McMahon Auditorium Authority.

My entry implies my commitment to adhere to all International Festival's rules if accepted. I will be present at International Festival and my booth will be open for business during festival hours. I understand that I may not begin dismantling my booth until 5:00 pm on the final day of the festival. I take full responsibility for the safety of myself and my equipment.

The International Festival participant does hereby agree to forever release, discharge, defend, indemnify and otherwise hold harmless the City of Lawton, Oklahoma, the Lawton Arts & Humanities Council, the International Festival Committee, 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 International Festival.

By signing below, the International Festival participant agrees to comply to all terms and conditions as stated in the application packet. Failure to comply may result in being asked to leave.

Enclosed is my check or money order for \$\_\_\_\_\_ payable to **International Festival** and if applicable a **separate check for the tent deposit** in the amount of \$100.00 per tent.

**Payment will be deposited upon receiving the application and a full refund shall be issued should your application be denied.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please include all requested information. Failure to adhere to all "entry Requirements" listed in the front of the application will nullify your application!

**No faxed or e-mailed applications accepted.**

**Mail** signed application (include all three pages) and payment to:

International Festival  
P.O. Box 522  
Lawton, OK 73502

**Deliver** signed application (include all three pages) and payment to:

Arts & Humanities Office  
(west entrance) McMahon Auditorium  
801 NW Ferris Ave., Lawton, OK 73507

For more information or questions, call the Arts & Humanities Office  
at (580) 581-3470 or 581-3471  
or e-mail [arts@lawtonok.gov](mailto:arts@lawtonok.gov)