

DIAMOND DAZE VENDOR RULES AND AGREEMENT

1. Ice will be available on the grounds: Please see Robin to make your arrangements.
2. Arts & Crafts line the parking lot on the north end closest to the Carnival. Steak contest contestants line the south end of the parking lot. Both areas are pavement. Your numbered space will be assigned to you when you arrive.
3. Water is available on the grounds. There is a water tree for your use, down by the AG Building. Please see noted on your maps when you receive. **No one is allowed to hook up their personal hoses on the school building water supply.**
4. **No food or drinks will be allowed to be sold or given away by arts and craft vendors.** If you are found selling or giving away food or beverages you will be asked to leave and security will be called to escort you from the grounds.
5. Due to the crowd expected for the evening concert on Friday evening you will be asked to have your booth **set up, supplies loaded in, and VEHICLES MOVED by 4:00 PM Friday.** You will also be unable to move vehicles and restock your booth after that time. If you are open Friday or Saturday evening you are required to stay in place until after the concerts so the crowd can disperse. We have many adults and children that are walking in the dark at that time.
6. No one will be allowed to move in after **4 PM Friday**.....you will have to load in Saturday morning. Please make arrangements with the coordinator.
7. You are entitled to 2 parking passes per vendor booth. These are embossed this year to avoid duplication. Please make sure you have those when entering and leaving the grounds or you will be charged a parking fee. The parking attendants can not possibly know all of the vendors and cooks. **If you have people working in shifts in your booth you will be responsible for making sure the next shift has a pass before they enter the festival grounds.** All other vehicles will be required to pay the parking fee.
8. If you are a food vendor, please make sure you have your trailers etc. up to health department code. We have a new health department inspector and he may show up during the event. Only commercial food trailers will be allowed.
9. Vendors are responsible for filing their own sales tax reports to the Oklahoma Tax Commission. A list of vendors is supplied to them and it is the vendor's responsibility to file those in a timely manner.
10. A fully completed vendor application, and corresponding fee must be in the vendor coordinators hand before approval will be given.
11. Vendor space and location is allotted at the vendor coordinator's discretion. Our event strives to present a variety of quality products and services to its patrons and as such reserves the right to assign space in a manner that, in its opinion, distributes those products and services throughout the grounds without overloading any one area with similar products.
12. Merchandise of questionable taste may not be allowed. This will be determined by the vendor coordinator and/or festival committee.

13. Once application is made and accepted, you may not sell or display any items that are not on your vendor application or list, without vendor coordinator approval.

14. Food vendors are not allowed to sell funnel cakes or cotton candy as these items are reserved for Great Plains Amusements, our carnival provider.

15. No vehicles are allowed to be parked in the arts and crafts area. Your vehicle blocks the visibility of the vendors around you. Food vendors may park vehicle with supplies by booth with permission from the vendor coordinator. Vendor parking areas are reserved for you and are marked on the festival map. Obviously you may use your vehicle to load and unload.

16. The local police department will be driving thru on Thursday and Friday evenings. Any valuables left in your booth are your responsibility. Most arts and craft vendors pack up what they are concerned about.

17. Vendor fee is a one time fee for the entire festival. You are welcome to set up for Thursday evening or pull in on Friday before 4:00 PM. Thursday evening is optional.

18. Vending booths are 12 X 12. Please note on your application if additional space is needed. Please account for awnings and trailer tongues.

19. Your application will be confirmed by the vendor coordinator via email or phone. Please provide email address:_____.

20. Please limit your trips in and out of the festival grounds as this creates headaches for the parking attendants. No one will be allowed to leave by vehicle DURING the concerts Friday and Saturday evening. Please plan accordingly.

I/we agree to all of the rules and regulations stated above for the Diamond Daze Festival.

Signature of Vendor

Date Signed