



# Home for the Holidays

Thursday, December 5<sup>th</sup>, 2019

5:30-9:00 pm

Vendor Application

*Deadline for Application Form is: **Friday, November 15th, 2019***

*Limited space is available*

**PLEASE READ ALL REQUIREMENTS BEFORE SIGNING.**

Name: \_\_\_\_\_

Business Name/Organization: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of craft, art, food, or personal wares  
etc. \_\_\_\_\_

*I understand the City of Tuttle will assume NO responsibility or accept liability for an exhibitor or exhibit at the 2019 Home for the Holidays Event Thursday, December 5<sup>th</sup>, 2019.*

***Food Vendors please include a copy of your liability insurance with your application and payment.***

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

Please mail your completed form and payment to City of Tuttle, Post Office Box 10, Tuttle, OK 73089. You may also make a payment over the phone by calling (405) 381-2335. Please email [arily@cityoftuttle.com](mailto:arily@cityoftuttle.com) if you have any questions.

**Please select the type of vendor booth that you would like to reserve.**

Type of Booth/Fee	Quantity (Number of spaces requested)	Price
Food Truck/Vendor Booth NO POWER/WATER	_____	\$75
Food Vendor <b>Non-Profit Organization or Booster Club</b> NO POWER/WATER	_____	\$25
Regular Vendor Booth (10 x 10 space) NO POWER/WATER	_____	\$30
Regular Vendor Booth (10 x 10) <b>Non-Profit Organization or Booster Club</b> NO POWER/WATER	_____	\$20 <i>FREE IF your non-profit or booster club provides a game for the kids to play (provide details)</i>

**\*All vendor fees are non-refundable after Nov. 15th, 2019.**

**\*Booths will be reserved upon receipt of payment on a first come, first serve basis**

**\*Should the weather not cooperate, the show will be moved inside to City Hall located at 221 W. Main St. Tuttle, OK 73089 weather permitting the show will be outside at the same address.**

ANY VENDOR APPLYING AFTER THE DEADLINE WILL BE CHARGED AN ADDITIONAL \$30.00 PER BOOTH SPACE. DEADLINE IS FRIDAY, NOV. 15<sup>TH</sup> 2019

Any special needs (NO POWER OR WATER): \_\_\_\_\_

Food Vendors Only: Please list the total area needed for your equipment setup (truck trailer length) and which side your serving window is on.

\_\_\_\_\_

Please include your tax id # \_\_\_\_\_

Food Vendors-Attach a copy of your menu for approval AND a copy of your liability insurance. NOT ALL food vendors will be accepted, we will only take one truck for each food type, example we will only have BBQ truck, one taco truck, one burger truck...Tuttle food trucks will be given priority as we are trying to keep it local

Confirmation of applications will be sent via email and information packets will be sent the week prior to the event. Sales tax will be collected at the information booth at the end of the event or before the vendor leaves unless vendors file on their own behalf (most common). Any questions can be sent to [ariley@cityoftuttle.com](mailto:ariley@cityoftuttle.com)