

PRAGUE KOLACHE FESTIVAL
ARTS & CRAFTS SHOW APPLICATION
MAY 6, 2023

Dear Vendor:

On behalf of the Prague Kolache Festival Arts & Crafts Show Standards Committee, we would like to invite you to complete the enclosed application. The Arts & Crafts show will be held next to Bancfirst in their surrounding parking lots.

All food vendors, wine, etc. must provide their own water for sanitizing per Dept. of Health regulations.

As you may recall from last year, the reporting for Oklahoma sales tax has changed. The Oklahoma State Tax Commission will collect the email and mailing address of every vendor in attendance and will issue each vendor both a generic PIN# for the event AND a personal PIN# for their business. With those PIN#'s, you will report and pay your sales tax collected to the commission via their website. A blank example form that they sent last year has been attached for your review. If you have any questions regarding this issue, please contact me via e-mail: mrsbossross@yahoo.com or call the Kolache office at (405) 567-4866.

Show hours are from 9:00 am until 5:00 pm. It is mandatory that all vendors stay until the end of the show. No tearing down or packing up is allowed until 5:00 pm.

On the day of the show, all vendors MUST check-in with us. We will make ourselves available until 9 am to issue you your spot number and answer any questions you may have. Exhibit set-up is from 6:30 am to 8:00 am. If you need or want to set-up on Friday, the day/night before the Festival, please make arrangements 2 days in advance by emailing me at mrsbossross@yahoo.com or call the Kolache office at (405) 567-4866. We do not have special security for the vendors who setup on Friday. You will be responsible for your personal property.

If you have any questions or require any assistance, please contact the Festival Office at (405) 567-4866.

Best Wishes,

Prague Kolache Festival

PRAGUE KOLACHE FESTIVAL-ARTS & CRAFTS SHOW
VENDOR APPLICATION
SATURDAY, May 6, 2023

Business/Individual Name: _____

Address _____ **City** _____ **State** _____ **Zip Code** _____

Telephone: Home _____ **Cell** _____

Email: _____

I am enclosing \$ _____ for _____ number of booth space(s).

12'x12' space- \$70.00

12'x12' space with electricity- \$115.00

of Electrical outlets (if needed): _____ **Trailer Width & Length:** _____ **Using Generator Y/N:** _____

Please provide a short description of what you are selling. This helps us to keep vendors with similar items spaced apart:

ARTIST RELEASE AND ACKNOWLEDGEMENT

I hereby make application to become an exhibitor in the PRAGUE KOLACHE FESTIVAL ARTS & CRAFTS SHOW. I agree to abide by the rules and regulations as set forth within and established by the Arts & Crafts Committee. Furthermore, I hereby release and forever discharge the Prague Kolache Festival from any responsibility or liability for loss, claims, damages, theft, injury, or accident. It is further agreed that this applicant shall maintain his/her space, merchandise, activities, and business practices while attending the show. Applicant understands that violation or non-compliance of rules may result in immediate expulsion of Applicant and his/her exhibit from the festival. Furthermore, I agree that by signing below I completely understand all rules and regulations.

Signed: _____

Date: _____

IMPORTANT: Oklahoma Sales Tax Permit #: _____

PLEASE RETURN WITH PAYMENT TO: Prague Kolache Festival
Arts & Crafts Show
P.O. Box 7
Prague, Ok 74864

PRAGUE KOLACHE FESTIVAL-ARTS & CRAFTS SHOW
VENDOR APPLICATION
SATURDAY, May 6, 2023

APPLICATION INSTRUCTIONS

The Annual Prague Kolache Festival Arts & Crafts Show is an outdoor show at the Bancfirst parking lot at the east end of the main thoroughfare. Prague is located 7 miles north of I-40 at Exit 200; or 18 miles south of I-44 (Turner Turnpike) at Stroud exit, 45 miles east of Oklahoma City.

Booth assignments will be at the discretion of the Arts & Crafts Committee. Once your application has been approved, you will receive a confirmation email, and later, a vendor packet with a parking permit for the day of the festival. Please see Item 6 on Exhibition Rules for schedule of booth fees. Please fill out the enclosed application and sign the release form.

No refunds will be given after the deadline. Returned checks will be an automatic exclusion from the show. Applications received after April 1st must be accompanied by a money order or cashier's check. **No applications will be accepted after April 14th, 2023.**

ACCOMMODATIONS

We have some great AirBNB's in our area! Search Prague, OK, Sparks, OK, or Meeker, OK
RV Hookups Sac-Fox Reservation- 10 1/2 miles north on Highway 99
Round-up RV hookup- 7 miles south of Prague
Prague Lake RV Hookups- 3 miles west, 3 miles north, ½ mile east of Prague
Motels/Hotels located in nearby towns: Seminole, Shawnee and Stroud
Food booths and portable restrooms located nearby the Arts & Crafts Area

EXHIBITION RULES

Please help us maintain the integrity of this show by closely examining these rules as they apply to your work.

1. A Standards Committee will review all applications. The Standards Committee shall have the right to request the removal of items which violates any of the rules of the Prague Kolache Festival.
2. A confirmed reservation from the Prague Kolache Festival is a commitment to show. **NO** refunds will be made for cancellations or removal for cause. All artists will show and sell Saturday, May 6, 2023 from 9:00 am to 5:00 pm. Exhibit set up is from 6:30 am to 8:00 am the day of the show. Booths not occupied by 8:00 am on Saturday could be reassigned, if needed.
3. When you arrive in Prague, display your Parking Permit on your windshield to get through roadblocks and advise the officers that you are a vendor.
4. All vendors must check in before set up. Upon checking in, vendors will receive their booth space numbers and location of displays. Vendors will not be able to change booths until all vendors are checked in.

5. Only 1 vendor for any direct sales company will be allowed and it will be on a first come, first served basis. That is typically a rule with direct sales companies and we try to honor that so no conflicts arise.
6. No booth refunds will be made after approval letter has been mailed out. Exhibitors will provide their own display equipment, such as tables, chairs, tie downs, anchors, tents, extension cords, etc. REMEMBER-THIS IS AN OUTSIDE SHOW. The booth fees are as follows:
 - a. 12'x12' space- \$70.00
 - b. 12'x12' space with electricity- \$115.00

ONLY THE 1ST 10 APPLICATIONS WILL BE ACCEPTED NEEDING ELECTRIC HOOKUP. IF YOU NEED ELECTRIC, PLEASE PLEASE BRING YOUR OWN EXTENSION CORD. WE WILL NOT PROVIDE ONE AND WILL NOT MAKE HEROIC EFFORTS TO FIND ONE FOR YOU!
7. Please use the designated unloading zones to quickly unload your vehicle. YOU ARE SOLEY RESPONSIBLE FOR PROVIDING THE NEEDED MANPOWER AND EQUIPMENT (DOLLYS, CARTS, ETC.) TO UNLOAD YOUR VEHICLE AND TRANSPORT THE PRODUCT/GOODS TO YOUR BOOTH. Once you have finished unloading your vehicle, please move it to the designated parking areas and display your parking permit in your windshield.
8. Kolache Festival memorabilia CANNOT be sold at the Arts & Crafts show by any vendor. The Kolache Festival Committee reserves the right to sell the merchandise at their booth and in the Arts & Crafts Show on this day.
9. It is the exhibitor's responsibility to keep their immediate area clean during the show and pick up their area upon closing. **WE SEEMED TO HAVE SOME TROUBLE WITH THIS LAST YEAR. WE WILL PROVIDE DUMPSTERS BUT PLEASE DON'T LEAVE BOXES AND TRASH BEHIND OR YOU WILL NOT BE ASKED BACK**
10. Since this is an outdoor show, please be prepared for inclement weather.