

Rotary Club of Bixby presents The Bixby BBQ' n Blues Festival May 3-4, 2019

Retail Vendor Application and Information

www.bixbyrotarybbq.com

HOURS:

- Friday, May 3rd- Festival hours are: 5:00 pm – 10:00 pm
- Friday vendor set up begins at 10:00 am - **complete by 2:00 pm**. All vendors must attend Vendor briefing at 2pm in designated area to be determined Friday in the park. Ready to sell by 5:00 pm
- Saturday May 4th- Festival hours are 10:00 am - 10:00 pm
- Saturday vendor set up begins at 9:00 am, ready for sales at 10:00 am
- **Saturday close, vendors may not break down until 9:00 pm and pack supplies out.**
- **No vehicles will be allowed to pull within the enclosed park area to load until 10:00 PM**

TERMS & CONDITIONS:

1. Exhibits shall not display, sell, or dispense any items with offensive, profane, and/or drug related paraphernalia. The display, sale, or dispensing of these or any other items which in the opinion of the Rotary Club of Bixby Board of Directors are inconsistent with the mission of the Rotary Club of Bixby will result in the removal of vendor.
2. Exhibitor must check in with the Rotary Club of Bixby official on duty before setting up.
3. Security will be the responsibility of the vendor. Rotary Club of Bixby will not be responsible for damage to exhibit for any reason.
4. Exhibitor will be responsible for any trash in his/her area. Trash cans will be placed throughout the area and may be used by the vendors.
5. Exhibitors shall not transfer or sublet the space or any part thereof or permit the same to be used by any other person without the written consent of the event staff.
6. Event staff shall have the right to terminate the contract granted hereunder at any time without liability, upon the refund of the fee paid herewith. Refunds will be made if event is cancelled due to weather.
7. Exhibitor will indemnify and hold Event harmless from all costs, losses, damages, or expenses including expense of litigation and attorney's fees, resulting from any person or property arising out of any act of omission of vendor of his employees or other representatives. If requested, vendor will furnish Event staff with evidence that Exhibitor has insurance in force with a reputable insurer, including coverage (with limits approved by the Event staff) against contractually assumed liability.
8. The Rotary Club of Bixby, its officers, agents, or members shall not be held responsible for any loss nor damage due to theft, fire, accident, or other cause but will use reasonable care to protect the vendor from such loss.
9. Exhibit spaces shall not be reserved until payment is received.
10. No BBQ or concession food, water or beverages can be sold by retail vendors.

BOOTH RULES: Booth assignments are made by Rotary Club of Bixby staff based on operational and space requirements of the event. Therefore, Rotary Club of Bixby reserves the right to refuse any application. Vendors must be checked in and materials placed in the assigned booth space during the designated set up time. Failure to set up during designated times, **removal of vehicles** from event grounds, or changing booth locations will be cause for removal of vendor. All merchandise should be clearly marked. Booth fee is for space and 2 parking passes. Event does not provide table, chairs, tents or electrical cords.

Repeat vendors receive a \$100/\$25 (depending on midway selection) discount if application and fee is received by March 1st. Booth spaces are for individual vendors and may not be shared. All vendors are individually responsible for the collection and payment of state and local sales taxes. **Rotary Club of Bixby reserves the right to remove any vendor not abiding to program rules or failure to follow the instructions of official representatives of Rotary Club of Bixby BBQ n' Blues Festival.**

Name of product line or business: _____

Primary Contact: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact phone: _____ Cell: _____

Email: _____

Vehicle make, model and color: _____

Vehicle Plate # _____

Sponsorship Level: Main Midway \$500 Secondary Midway \$100

Description of products: _____

X _____

My signature affirms that I agree to abide by all rules and regulations set forth by the Rotary Club of Bixby

Please return this signed contract, along with your check payable to:

Rotary Club of Bixby
P.O. Box 511
Bixby OK 74008

Approved vendors will receive an email invoice as proof of acceptance. Print this invoice and have with you at check in. Please keep in mind, spaces are limited and are assigned in order they are received. If your business is not selected to participate in the festival, Rotary Club of Bixby will issue full refund.