



Vendor Application

Independence Day Celebration
Elmer Thomas Park

Friday, June 28 - Saturday, June 29, 2024



The City of Lawton is hosting the 10th annual Lawton Fort Sill Freedom Festival in Elmer Thomas Park. The festival is a family-oriented event full of fun, games, activities, vendors, and entertainment. The grand finale on **Saturday** at approximately 9:30 p.m. is one of the largest fireworks displays in SW Oklahoma. The celebration will be held rain or shine. **No personal fireworks, alcohol, or animals (service animals only).**

Dates & Deadlines

Fri. April 12, 2024	Final deadline for Vendor Applications Vendors will be notified of acceptance after April 18 Freedom Festival Committee Meeting.
Thur. June 27, 2024	Early vendor set up – Time TBD
Fri. June 28, 2024	8:00am-1:00pm – Vendor Set up
	10:00am – All food vendors setup, Fire Inspections, & Food Booth Inspections for vendors without an Annual Mobile Food License on file with the City of Lawton
	1:00pm – All vendors setup
	5:00pm-9:00pm – Festival hours of operation
Sat. June 29, 2024	4:00pm-10:00pm – Festival hours of operation
Festival hours of operation are subject to change/be extended	

All Vendor Specifications

- Vendors may, but are not required to, operate any time after Inspections have been completed Friday, June 28. They **must** operate in their designated booth space during operational hours.
- Vendors will provide **all** their own equipment, to include tents for sales and display vendors, which **must** have a tent. All tents shall be adequately roped, braced, and anchored to withstand the elements of weather. **Canopies are not allowed as they are not designed to withstand rough weather conditions such as high winds.**
- Vendors are responsible for keeping their area clean.
- Vehicles **will not** be allowed in the event area during festival operational hours.
- **No Pets**, except service animals, allowed on the festival grounds.
- The Freedom Festival Committee reserves the right to decline any application at their sole discretion.
- The location/placement of each vendor will be determined by the committee.
- This event will be held rain or shine. All vendors agree to comply with event rules and regulations.
- Festival site is located in a city park subject to dust, wind, and other elements.

- Vendors will be required to clearly post all menu/sales items with prices on the front of their booth during the event.
- Menu and sales prices may not be changed until after the fireworks on Saturday, June 29th.

Food Vendor Specifications

- **Food vendors will be required to honor up to 5 volunteer meal coupons** (valued at \$10 each) for festival volunteers and workers. Coupons will be printed by representatives of the Freedom Festival Committee. **Vendors are not reimbursed for these coupons.**
- Food vendors are responsible for obtaining all necessary licenses and permits. 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. **All vendors must be setup by 10:00 a.m. Friday, June 28. Food vendors without a mobile food license on file with the City of Lawton must be ready for inspection on Friday, June 28 by 10:00 a.m.**

Beverage Sales

- Vendors may sell bottled or canned water and soft drinks and non-alcoholic, made to order, specialty drinks.
- No alcoholic drinks may be sold, unless approved by the Freedom Festival Committee.
- Prices for individually sold beverages 12 oz-19 oz or less may not be set lower than \$1.00
- Prices for individually sold beverages 20 oz+ may not be set lower than \$2.00
- Prices for Specialty drinks are determined by Vendor.

Booth Information/Fees

Booth Rental Fees – fees are due with signed application.

Food and Sales Booth Fees

- 10x10 Booth Space with Electric Hookup = \$150.00
- 10x20 Booth Space with Electric Hookup = \$200.00
- 10x40 Booth Space with Electric Hookup = \$250.00

Display Booth Fees

- 10x10 Booth Space with Electric Hookup= \$100.00
- 10x20 Booth Space with Electric Hookup= \$150.00

Payment for booth space is due along with your application. Should your application be denied, a full refund will be issued

Fire and Safety Tent Requirements

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.**

Electricity

Vendors who sign up for electric hookup will be provided one 110-volt, 15-amp, 1650-watt circuit. It is your responsibility to ensure that your appliances/electrical needs do not exceed the electrical capacity. If you have 220V equipment please include that information on your application and indicate that you require a 220V outlet. We also need to know the total number of 20-amp circuits. The 220V outlet is a “4 prong, 220, 50 amp” – you must adapt to this connection - no exceptions. Electrical cords should be no longer than 50-feet for all food booths, and all electrical cords should be a 12-gauge minimum.

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.

Entry Requirements Checklist

- Signed application
- Appropriate booth fee
- Indication of 220V electrical hookup (if applicable)
- Copy of Annual Mobile Food License (if applicable)
- Oklahoma Sales Tax permit number
- List of items to be sold with prices.

Please include all requested information on your application. Failure to adhere to the above requirements will nullify the application.

Unforeseen Circumstances Statement

The 2024 Freedom Festival is planned for Friday, June 28th and Saturday, June 29th. Due to State and/or federal government policies beyond our control, changes to this event are possible to include cancellation. In the event the festival is cancelled due to unforeseen circumstances beyond our control, you will be issued a full refund. Withdrawal of vendor applications for any reason other than event cancelation will result in forfeiture of payment unless otherwise approved by the Freedom Festival Committee.

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Please Print

Name of Booth (as it should appear in print): _____

Contact Person Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Telephone: _____ Cell: _____

E-mail: _____

Oklahoma Sales Tax Number: _____

Please indicate booth type and size of booth space you are requesting (all items to include trailer hitches, etc. must fit inside your designated booth space):

Food and Sales Booth Fees

10x10 Booth Space with Electric Hookup = \$150.00 _____

10x20 Booth Space with Electric Hookup = \$200.00 _____

10x40 Booth Space with Electric Hookup = \$250.00 _____

Display Booth Fees

10x10 Booth Space with Electric Hookup= \$100.00 _____

10x20 Booth Space with Electric Hookup= \$150.00 _____

Please let us know the exact size of your Trailor or tent: _____

Do you have an Annual Mobile Food Vendor License? _____ YES _____ NO

Does your food booth carry vegetarian options? _____ YES _____ NO Vegan? _____ YES _____ NO

Will you be using a generator? _____ YES _____ NO

Do you require a 220V outlet? _____ YES _____ NO (If yes, you must adapt to 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 ALL equipment used in your booth (i.e., crock pots, cookers, coffee pots, smoker, A/C units, etc.):

I have read and agree to all requirements regarding my vendor booth. _____ YES _____ NO

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The City of Lawton reserves the absolute right to accept or reject any vendor application for any reason. **Applications that are not signed or do not have payment enclosed will not be considered.** No refunds issued after application deadline for vendors who are accepted into the event, unless the City decides for any reason to cancel the event, in which case a full refund will be processed.

The event participant's entry implies a commitment to adhere to all City of Lawton/Freedom Festival Committee rules if accepted. Event participant must be present at the event and have booth open for business during event hours. Event participant may not begin dismantling tents or displays until event is over. Event Participants take full responsibility for the safety of themselves and their equipment.

The event participant does hereby agree to forever release, discharge, defend, indemnify, and otherwise hold harmless the City of Lawton, 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 Freedom Festival.

By signing below, the event participant agrees to all terms and conditions as stated in the application.

Enclosed is my check or money order for \$ _____ payable to **LETA** (Lawton Enhancement Trust Authority).

Signature: _____ Date: _____

Application must include: signed application, booth fee, indication of 220V electrical hookup if needed, Oklahoma Sales Tax permit number, list of items to be sold with prices, copy of annual food vendor license (if applicable).

No faxed or e-mailed applications accepted.

Mail signed application and payment to:
Arts & Humanities Division
PO Box 522
Lawton, OK 73502

Deliver signed application and payment to:
Arts & Humanities Office
(west entrance) McMahon Auditorium
801 NW Ferris Ave., Lawton, OK 73507
8 a.m. – 5pm (Monday – Friday)

For more information, call the Arts & Humanities Office
at (580) 581-3470 or (580) 581-3471
or email arts@lawtonok.gov

FOR ARTS & HUMANITIES USE ONLY

Vendor Name: _____ Oklahoma Sales Tax Permit Number: _____

Completed, Signed Application _____ Booth Fee(s) _____

List of Items to be Sold _____ Copy of Annual Mobile Food Vendor License _____

Electrical Hookup Needed: _____

Arts and Humanities Administrator: _____ Date: _____