



NATIVE MARKET VENDOR APPLICATION

Please Read & Keep For Your Records

*Arts & Crafts, Retail, Direct Sales,
Entertainment, Games/Recreation,
Promotional, Political, or Non-profit*

- WHERE:** **Downtown Wewoka to Seminole Nation Museum**
Spaces have been designated for Native Vendors. (The spaces are located on Park Street between Mekusukey and Wewoka Streets)
- WHEN:** **Saturday, October 22, 2022**
9:00 am to 4:00 pm
- SET-UP:** **Day before event** - Friday, October 21, 2021, after 6:00 pm
Day of event - Saturday, October 22, 2021, before 8:00 am
*No one can set-up on Friday until after 6:00 pm to allow cars to clear Main Street.
All vehicles MUST be off of Main Street by 8:00 am on Saturday. NO EXCEPTIONS!
We DO NOT provide labor to assist you in setting-up or tearing-down your booth.*
- DEADLINE:** All applications must be submitted to Dee Johnson by **October 10, 2022**. You may mail to the address listed below or email to administrativeofficer@hasnok.org
- VENDOR SPACE:** Vendor booths are limited to a single 10'x 18' space (including all wires, stakes, poles, etc.) You may purchase up to two (2) additional, adjacent spaces. Please ensure you have adequate space for your set up.
- ELECTRICITY:** **We no longer offer electrical hook-ups to non-food vendors.** If you would like to use a generator, please contact Wewoka Sorghum Festival, Inc. for permission. **No generators will be allowed without prior authorization from HASNOK.**
- WEATHER:** The festival **WILL NOT** be cancelled due to inclement weather. This is an outdoor event held in Oklahoma - be prepared for any type of weather. Tents, canopies, and pop-ups must be secured to withstand weather.
- PANDEMIC:** In the event of a Pandemic, the situation will be assessed and a decision by the Wewoka Sorghum Festival Board will be made. Vendors will be notified by Dee Johnson, Housing Authority of the Seminole Nation (HASNOK.) It will also be noted on the Sorghum Day Facebook page.
- APPLICATION** All prospective vendors must detail on the application the types of goods/services/offerings you will be retailing out of your space.
- DOCUMENTS*:** Please provide a copy of your CDIB/Tribal Enrollment Card with your application.
- RATES:** Standard vendor spaces are \$35. You may purchase up to two (2) additional, adjacent spaces for \$35 EACH. Nonprofit booths are free for the first space and \$35 for each additional space (up to two).

Housing Authority of the Seminole Nation, PO Box 1493, Wewoka, OK 74884, 405-257-6604
administrativeofficer@hasnok.org

*After review of your application, the Vendor Coordinator will email and mail your decision letter within a week of review.



NATIVE MARKET RULES & GUIDELINES

Please Read, Sign, and Return

*Arts & Crafts, Retail, Direct Sales,
Entertainment, Games/Recreation,
Promotional, Political, or Non-profit*

1. Vendors may set up on Park Street beginning no earlier than 6:00 pm on Friday, October 21, 2022, and **MUST** be fully set-up with their vehicles off of Park Street by 8:00 am on Saturday, October 22, 2022. We **DO NOT** provide special security for vendors setting-up Friday night, and **YOU** are responsible for your personal property. However, the area is well-lit and there is set-up going on throughout the night. **WE DO NOT PROVIDE MANPOWER TO ASSIST YOU WITH SETTING-UP OR TEARING-DOWN.**
2. Vendors **MUST** check-in with Dee Johnson before 8:00 am on Saturday. Ms. Johnson will be located at the HASNOK food booth. Here you will receive your booth packet with information and your booth #.
3. Wewoka Sorghum Festival, Inc. reserves the right to refuse any item(s) considered in bad taste/and or dangerous. **(Examples include: rubber band guns; snap fireworks; real or toy guns, knives, or weapons; items portraying profanity, nudity, racism, etc.** Vendors violating this rule will be shut down during the festival and not allowed to return. Wewoka Sorghum Festival, Inc. shall also have the right to request removal of any work or items that were not pre-approved, or which violate any rules of Wewoka Sorghum Festival, Inc.
4. Craft Vendors can sell food as long as it is pre-prepared food.
5. Vendors are responsible for their display area. Display areas are 10' x 18'. Vendors must furnish their own means of display that must be sturdy enough to withstand large crowds and weather. If tent or canopy is used, it must be weighted down to withstand strong Oklahoma winds. Each vendor shall sell and advertise from their assigned space(s) only. Vendors are not authorized to walk around to sell their merchandise.
6. Retail vendors will sell directly to the public.
7. Festival hours are 9:00 am to 4:00 pm. It is mandatory that all vendors stay until the end of the festival. Any vendors who do not make prior arrangements for early pull-out will not be invited back. Closing early makes a hazard for other vendors and Festival visitors.
8. A confirmed reservation from the Housing Authority of the Seminole Nation (HASNOK), is a commitment to show. NO refunds will be made for cancellation, weather, or removal for cause. Remember: this is Oklahoma - anything can happen weather-wise!
9. It is the vendor's responsibility to keep their immediate area clean and free of trash/litter during the festival. It is also the responsibility of the vendor to clean their area before departure. **A clean up fee will be incurred if area is left trashed.**
10. Wewoka Sorghum Festival, Inc. and HASNOK assumes no responsibility for personal injury, damage to or loss of personal property by vendor, its employees, or volunteers staffing the booth, its guests, and clients. Vendor hereby agrees to indemnify and hold Wewoka Sorghum Festival, Inc., its officers, and directors, HASNOK, the City of Wewoka, Wewoka Chamber of Business & Industry, and the Seminole Nation Historical Society, Inc., and all event sponsors harmless with respect to any and all aspects of its operations of said vendor booth.
11. As a Vendor during a Pandemic, you understand the importance of utilizing PPE in your booth. We recommend utilizing Masks/Shields, Sanitizing Pumps, Gloves, and some form of sanitizing spray to use between visitors.
12. Vendor agrees to comply with any and all applicable federal, state, county, and city regulations pertaining to the operation of its business in its booth including, without limitations, fire regulations, and state and county health and safety codes.

By signing below, I acknowledge that I have read, understood, and agree to abide by the Rules & Guidelines of Wewoka Sorghum Festival, Inc.

APPLICANT SIGNATURE

DATE

**Housing Authority of the Seminole Nation, PO Box 1493, Wewoka, OK 74884, 405-257-6604
administrativeofficer@hasnok.org**

*After review of your application, the Vendor Coordinator will email and mail your decision letter within a week of review.



NATIVE MARKET BOOTH APPLICATION

Please Read, Fill-in, Sign and
Return

Arts & Crafts, Retail, Direct Sales,
Entertainment, Games/Recreation,
Promotional, Political, or Non-profit

ORGANIZATION/COMPANY (AKA the "Vendor") CONTACT PERSON PHONE#

MAILING ADDRESS CITY STATE ZIP

WEBSITE ADDRESS DO YOU HAVE: FACEBOOK (place web address above)

EMAIL ADDRESS

NATURE OF GOODS TO BE SOLD OR SERVICES PROVIDED

GOODS (cont.)

VENDOR RELEASE AND ACKNOWLEDGMENT

I hereby make application to become as a Native Market vendor in the WEWOKA SORGHUM FESTIVAL and request permission to display and sell the products/and or services listed above. I agree to abide by the rules and regulations set forth within and established by WEWOKA SORGHUM FESTIVAL, INC. and understand that WEWOKA SORGHUM FESTIVAL, INC. reserves the right to approve any product/item/service a vendor may wish to sell or promote, as well as limit the number of vendors selling the same product/item/service. Furthermore, I hereby release and forever discharge WEWOKA SORGHUM FESTIVAL, INC., its officers, and directors and HASNOK, from any responsibility 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 WEWOKA SORGHUM FESTIVAL. Applicant understands that violation or non-compliance of rules may result in immediate expulsion of Applicant and his/her exhibit from the festival.

APPLICANT SIGNATURE DATE PRINTED NAME

The above named must also read, understand, and agree to the Rules & Guidelines of Wewoka Sorghum Festival, Inc. to be considered as a vendor for the Wewoka Sorghum Festival.

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NATIVE MARKET PAYMENT FORM PLEASE READ, FILL-IN, AND RETURN

*Arts & Crafts, Retail, Direct Sales,
Entertainment, Games/Recreation,
Promotional, Political, or Non-Profit*

ORGANIZATION/COMPANY (Please print)	CONTACT PERSON (Please print)	PHONE #
_____ 10'x18' Vendor Space - Arts & Crafts, Retail, Entertainment, Games/Recreation, or Promotional <i>Copy of Tribal enrollment card with application.</i>	_____ \$35	= \$ _____
_____ Additional Vendor Space - Up to two (2) adjacent spaces	_____ \$35 (Including NP)	= \$ _____
TOTAL AMOUNT ENCLOSED		= \$ _____

PAY BY CHECK

Please make check payable to:

Boys & Girls Club of Seminole Nation
C/O HASNOK
PO Box 1493
Wewoka, OK 74884

PAY BY CARD

By supplying the following information, your card will be charged for the full fee, as per your application, upon your acceptance as a Native Market vendor at the Wewoka Sorghum Festival.

_____ **NAME ON CARD**

_____ **PLEASE CIRCLE:** VISA MasterCard American Express Discover

_____ **CARD #**

_____ **SECURITY CODE**

_____ **EXPIRATION DATE (mm/yy)**

_____ **BILLING ZIP CODE**

_____ **WOULD YOU LIKE TO RECEIVE AN ELECTRONIC RECEIPT?**

_____ **AUTHORIZED SIGNATURE**

FOR OFFICE USE ONLY
APPLICATION CHECKLIST
Items due by October 21, 2022

RECEIVED _____

METHOD _____

CATEGORY _____

- CDIB/TRIBAL MEMBERSHIP CARD
- BOOTH APPLICATION
- RULES & GUIDELINES
- PAYMENT METHOD _____
- PROCESSED

APPROVED OR DENIED _____

DATE LETTER SENT _____

BOOTH # _____

ADDITIONAL SPACES

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