



# Downtown Muskogee Heritage Day Vendor Application

**Saturday, October, 8, 2011**

9:00 a.m. to 3:00 p.m.

Depot District, Third & Elgin, Muskogee

Vendors are invited to display and offer food, entertainment (such as rides or games) or arts and crafts at the 3rd Annual Downtown Muskogee Heritage Days. Participating vendors will be provided with a 10x10 space (if more space is needed, please call) and must provide their own display tables and/or booths. This is an outdoor event; electricity is very limited and will be available to food vendors only.

## **About Heritage Day:**

The Downtown Muskogee Heritage Day aims to promote Muskogee's rich history and colorful heritage by taking attendees back in time to earlier days and giving the public an opportunity to visit the downtown historic districts. The event also provides vendors with opportunities and exposure to Muskogee residents and visitors from out of town. Downtown Muskogee seeks to highlight professional quality artisans from the region.

## **Types of Arts & Crafts Accepted:**

Arts and crafts with a western, African American or Native American flavor and can include woodwork, needlework, quilts, leatherwork, silver and jewelry, basketry, pottery and more. It can include fine art painting, photography (prefer black & white or sepias) and ceramics. All work should capture the cultures and flavors of our heritage.

**Arts & Crafts Applicants please note:** Prefer original work; dealers must demonstrate their products relate to Muskogee history (1850 to 1950) or culture.

**Application deadline:** Before September 15, 2011 (postmarked) **Booth fee:** \$30

After September 15, 2011 (postmarked) **Booth fee:** \$40

## **Requirements:**

1. Exhibitors will provide their own booth setups and should be prepared for inclement weather.
2. Displays must be sturdy, professional and tasteful.
3. All booths will be attended by the vendor at all times. Please have someone to represent you if you need to be absent for a period of time
4. Vendors will maintain a clean booth and orderly surrounding area during the event and leave the area clean at the end of the event.

223 N. 3rd St., Suite 101 ♦ P.O. Box 2065 ♦ Muskogee, OK 74402 ♦ 918-683-2400  
muskogeemainstreet@gmail.com ♦ downtownmuskogee.org  
*Building tomorrow's success on yesterday's foundation.*

### **What To Send**

1. Completed and signed application including the signed Indemnification Agreement.
2. Entry fee per space (checks payable to Downtown Muskogee, Inc.)
3. At least one labeled photograph that shows an accurate representation of your arts or crafts.
4. A brief written description of your work, style, technique, and medium.

### **Works Not Accepted**

The Downtown Muskogee Heritage Day is a family-oriented show for spectators of all ages. Appropriateness and professional appearance of the product and exhibit booth will be considered. Downtown Muskogee, Inc. reserves the right to make final interpretation of all rules, including the right to ask an exhibitor to leave or remove works that do not meet criteria of the show. Booths will be checked for compliance with these rules.

### **Exhibit Space**

An approximate 10' x 10' space will be provided. Vendors must provide their own tents, panels, display units, materials, tables, chairs, cover, etc. Set up may begin as early as 7:30 a.m. on Saturday, October 8 and must be completed and ready for the public before 9:30 a.m. Check in at Three Rivers Museum for a vendor packet. Tear down cannot begin before 3:00 p.m. unless approved by Downtown Muskogee.

### **Sales & Tax**

Downtown Muskogee does not currently take commission from vendor sales. All purchases will be made directly with the vendor. It is the responsibility of the vendor to comply with the appropriate tax laws for Oklahoma as to the collection and payment of sales tax.

### **Security & Weather**

This is an outdoor event. Fall weather in Oklahoma is beautiful but can be unpredictable. In the event of inclement weather, please make sure your tent and display are able to withstand wind and rain and that your work is protected accordingly. No refunds will be given due to weather. Cancellation due to weather is at the sole discretion of Downtown Muskogee, Inc.

For more information, contact Downtown Muskogee, Inc., P.O. Box 2065, Muskogee, OK, 74402, 918-683-2400 or muskogeemainstreet@gmail.com.



## Downtown Muskogee Heritage Day Vendor Application

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: State: ZIP: \_\_\_\_\_

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

Will you be sharing a booth with another vendor? If so, with whom?:

\_\_\_\_\_

**Description of Entertainment, Food, Arts or Crafts:**

**Past Exhibits/Festivals:**

**Website:**

**Photos** (E-mailed to muskogeemainstreet@gmail.com or enclosed with registration form)

**Are you insured for games/rides?**  Yes  No

Please send registration form, signed indemnification form and fee to:

**Downtown Muskogee, Inc.**

Attn: Jonita Mullins

P.O. Box 2065

Muskogee, OK 74402

Please make checks payable to Downtown Muskogee, Inc. Checks must accompany the application for acceptance of the vendor booth.



## Downtown Muskogee Heritage Day Indemnification

By signing this agreement, the vendor verifies that he/she is directly involved with the works to be exhibited, and that the work meets the criteria set forth in the Downtown Muskogee Heritage Day Application.

The Heritage Day committee and Downtown Muskogee, Inc. do not carry insurance to cover theft, loss or damage to your work or personal property, or against personal injury to the vendor or their helpers. We advise the vendor to obtain his/her own insurance. The undersigned agrees and releases Downtown Muskogee, Inc., its volunteers, employees and board, from any damage to personal property or personal injury that he/she or helpers may sustain while participating in the 2011 Downtown Muskogee Heritage Day.

If accepted, the vendor agrees to the use of their images provided with their application by Downtown Muskogee for promotional purposes. The vendor affirms that the images submitted are accurate representations of the work designed and produced by the vendor applicant. All images submitted are accurate representations of what will be displayed at the event.

I understand that Downtown Muskogee, Inc. and the Heritage Day Committee reserves the right to ask that any item be removed from the vendor booth if found to be offensive or of poor quality. I understand that there will not be any changes regarding the placement of vendor booths.

I have read, understand and will comply with the requirements for participation outlined in the 2011 Application. I agree to abide by the rules, policies and guidelines set forth and understand that failure to follow these regulations may result in the expulsion from this year's Heritage Day and/or from future events, at the sole discretion of Downtown Muskogee, Inc.

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Signed

Date