

# EL RENO CARNEGIE LIBRARY'S



*Sponsored by Friends of the Library*

## *Vendor Information*

*Saturday, September 28th, 2019*

Thank you for your interest in supporting our library at the **El Reno Carnegie Library FanFest** to be held on Saturday, September 28th 2019 from 10:00 am to 4:00 pm. El Reno Carnegie Library is now reviewing applications for food trucks, vendor booths, non-profit booths, and local author spaces. Please read over the following information.

**Conduct:** This is an all ages event. All products sold must be family friendly. All vendors and their staff must uphold the El Reno Carnegie Library Rules of Conduct. This policy can be found online at our website [elrenolibrary.okpls.org](http://elrenolibrary.okpls.org).

**Application:** Applications must be returned no later than Thursday, August 1st, 2019. **NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE.** Booth space is first come, first served, so get your application in as soon as you can! Booth fees will be due within two weeks of approval. If they are not received within this time, your approval can be revoked. There is no guarantee for weather conditions. *There will be no refund.* Applications can be returned by mail, fax, email, or in person. If you have any questions, contact El Reno Carnegie Library at [library@elrenolibrary.org](mailto:library@elrenolibrary.org). 215 E. Wade St, El Reno, OK, 73036. 405-262-2409. Fax 405-422-2136. **We reserve the right to accept or reject any application.**

**Registration:** Each vendor must be registered for the event and will receive a packet containing booth assignments, a map, and information. Vendor packets will be mailed out August 31st, 2019.

**Booth Rates:** Food truck spaces will be \$60 with a \$40 cancellation fee that will be returned on the day of FanFest for a total of \$100 due at application. Vendor booth spaces will be \$40. Non-Profit spaces are \$20. Booth spaces are 10'x10'. All space is limited and will be reserved on a first come, first served basis.

**Local Authors:** There is no charge for author space. We will have author spaces inside and outside the library. Spaces are limited. You will have half a table and we can provide 2 chairs. Please indicate on the application how many you will need.

**Sales Tax/Commission:** No commission will be charged for space. If the vendor has a sales tax ID, it is their responsibility to collect sales tax and pay it to the Oklahoma tax commission. If you DO NOT have a sales tax ID, please state it on the application and we will provide the information needed. **TAX INFORMATION MUST BE RETURNED TO THE FRONT DESK AT THE END OF THE FESTIVAL DAY BY 3:30.**

**Set up/Take down requirements:** Set up time for booth space is 7:00 am - 9:45 am. Set up **MUST** be done and all vehicles must be moved outside the festival area by 9:45 am. **NO EXCEPTIONS.** One table and two chairs can be provided if you do not have your own. **If you need this, please note on the application.** You will need to supply anything else needed for your booth.

**TENTS ARE ALLOWED. THERE IS NO ELECTRICITY AVAILABLE.**

Booths and food trucks are **required** to stay open until the festival ends at 4 pm. All spaces must be cleared and clean by 5 pm on the day of the event. If you need more time please let us know.

**Use of space and literature:** All sales and activities must be conducted within the limits of your booth space. Advertising and sales literature may be distributed from **YOUR BOOTH ONLY.** Presentations or sales outside of your booth space are not permitted.

**Failure to show and refund policy:** This is an outdoor event. There is no guarantee for weather. **No refunds will be given.** Any reserved space not occupied by the vendor by 9:45 am on Saturday, September 28th *will be* forfeited without refund.

**Food vendors:** All food vendors are required to have a license from the Oklahoma Health Department. Temporary ones are free and available on their website. <https://www.ok.gov/health/> We do not allow sales from unlicensed home kitchens. We will only allow one "type" of each food truck. It will be first come, first serve and space is limited.

**Hold harmless clause:** "The vendor assumes the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damage to displays, equipment or other property brought upon the premises and agrees to indemnify, defend and hold harmless the El Reno Carnegie Library and its owners, servants, agents, and any employees against all claims or expenses for such losses, including reasonable attorney's fees, arising out of the use of space at the festival. The vendor understand that the El Reno Carnegie Library does not maintain insurance covering the vendor's property or lost revenue and it is the sole responsibility of the vendor to obtain such insurance"