

# McAlester Oktoberfest

October 26<sup>th</sup> and 27<sup>th</sup>, 2024 McAlester, OK  
Southeast Expo Center 4500 Hwy 270-W

## Vendor Information & Agreement

### WHAT TO EXPECT

The festival will have several events/activities taking place both on and off the festival grounds.

#### On-site:

Multiple Product Vendors

Multiple Food Truck Vendors

Bratwurst Eating Contest

Multiple Biergartens

Wine Garden

German Bands

German Dancers

German Games

German Contests

Fine Art Show/Sale

#### Additional on-ground Events

Ruts & Guts Bicycle Obstacle Competition

Combat Vets Motorcycle Poker Run

Sanctioned Corn Hole Tournament

#### Off-site Community Events:

CASA 5K Run – Downtown McAlester

### WHERE TO STAY

The following local hotels are offering discounts for staying at their locations during OKTOBERFEST .

**(Must Reserve by Oct 4<sup>th</sup> to receive discount.)**

#### **Extended Stay America:**

425 S. George Nigh Expressway (Hwy 69) Phone: 918-426-4171

(Exclusive *Member Rates* are also available, so check online if you are a hotel club member.)



#### **Comfort Suites:**

650 S. George Nigh Expressway (Hwy 69) Phone: 918-426-9391

#### **Holiday Inn Express:**

1811 S. Peaceable Rd (1 block N off Hwy 69) Phone: 918-617-1068

(Vendors only, receive an additional discount at the 2 above hotels, call or email Tammy Heims, Director of Sales: [Tammy.heims@highgate.com](mailto:Tammy.heims@highgate.com) **Note: She does not handle vendor applications.**)



### GENERAL INFORMATION and AGREEMENT

- **Booth Size:** All vendor booths are 10' X 10' and are piped and draped.
- **Booth Space does not include a tent.** There are no tent/canopy rentals. All vendors are expected to provide their tent, canopy, tables, and chairs. Vendors are also expected to supply their display boards and proper signage. Do not tape, tack, or otherwise affix any materials or signs to walls, curtains, or other surfaces on the property.
- **Each vendor must be present with their items during the festival hours of operation.** Booths must be open and ready for business at 10:00 a.m. on Saturday and 10:00 a.m. on Sunday and remain open until closing time of 10:00 p.m. on Saturday and 6:00 p.m. on Sunday. Booths must be continuously maned. Leaving early will prohibit attendance at future OKTOBERFEST events.
- **Booth Assignment and Set-up:** Space assignments are determined based on the Vendor Coordinator's discretion. This contract neither implies nor grants any preferential location. Any

special requirements or needs will be considered for placement. Once a space is assigned, Vendors will not be allowed to move to any other space during the festival.

- **Early set-up** time will be on **Friday**, Oct 25, 2024, from 8:00 a.m. to 8:00 p.m. The Southeast Expo Center building will open at 7:00 a.m. on Saturday, Oct 26th, and Sunday, Oct 27<sup>th</sup>, 2024.
- **All products, trailers, and supplies must fit within the rented booth space.**
- **Vendor Parking:** Parking for vehicles and trailers will be available immediately behind the Southeast Expo Center building on the North side. **This area will be for Vendors Only!**
- **Food vendors** will be responsible for obtaining all necessary licenses and permits and that they are properly displayed. Please attach copies to the Vendor Application. It has been our experience that a representative from the Pittsburg County Health Department will be on-site to check for adherence to requirements and to make sure proper placement is made and visible.
- **Vendors are responsible** for their equipment as well as the cleanliness of their booth area. Damages caused at the festival by the vendor will be the responsibility of the vendor.
- **HOLD HARMLESS CLAUSE:** The exhibitor assumes the entire responsibility for losses, damages, and claims arising out of injury to persons or damage to displays, equipment, or other property bought upon the premises and agrees to indemnify, defend and hold harmless OKTOBERFEST owners, servants, agents, officers, and any other employees against all claim or expenses for such losses, including reasonable attorney's fees, arising out of the space at the event. The exhibitor/vendor understands that OKTOBERFEST does not maintain insurance covering the exhibitor/vendors' property or loss revenues and it is the sole responsibility of the exhibitor/vendor to obtain such insurance.
- **No vendor or their representatives** shall conduct themselves in a manner offensive to general standards of decency or good taste. The OKTOBERFEST committee reserves the right to screen all booths and exclude inappropriate items. Music may not be played from any booth during the festival. In the event of inappropriate behavior, the booth will be forced to close and all fees forfeited.
- **Payment:** A check or money order is acceptable and should be mailed to the address listed on the Vendor Application. Alternatively, online payment with a Major Credit Card or PayPal is available on our website: [mcalesteroktoberfest.com](http://mcalesteroktoberfest.com) Payment must be made and an application received before a booth space will be considered and reserved.
- **Refunds:** There will be no refunds in case of inclement weather – “The show must go on!” No refunds will be given after the **deadline of October 1, 2024, at 5:00 p.m.**  
**VENDORS WHO ARE A NO CALL NO SHOW WILL NOT REFUNDED!**
- **Electricity and Water:** Outlets are limited and will be reserved on a first-come, first-served basis according to application receipt with payment. *The cord length to the plug is the sole responsibility of the renter.* Water is accessible, but no hookups are available.
- **Security:** Security is provided throughout the festival (day and night). The OKTOBERFEST committee and its sponsors do not assume liability for any lost, stolen, or damaged material or equipment. The Southeast Expo Center facility will be locked at night. Any outside vendor property will be monitored by on-site security officers throughout the night. The Expo Center building itself is locked overnight.
- **Sales Tax Information:** Compliance with applicable state or federal laws is the responsibility of the vendor, business, or organization. Vendors will be responsible for reporting their own state and federal tax liabilities.

- **Set up and Take Down Information:** As a courtesy to all vendor participants, all booths must remain in place until the close of the festival on Sunday. Vehicles and trailers will be allowed inside the building only during stated set-up and take-down hours. Otherwise, they must be in the Vendor Parking area. Booth sites must be left clean and free of debris. Trash receptacles and bins will be available.

**Please Note:** Outdoor booths/sites are located in an open area and may be subject to dust, wind, and other elements. Plan accordingly.

**OKTOBERFEST reserves the right to decline any application at its sole discretion. Organizations promoting political, social, religious, or other related issues shall be denied participation. Each vendor must abide by/comply with all OKTOBERFEST, Pittsburg County, and City of McAlester rules, regulations, and ordinances.**

**No faxed or emailed applications will be accepted!**

**Please make your checks or money orders payable to "McAlester Oktoberfest."**

**The deadline to receive the application and payment is 5:00 p.m., October 1, 2024**

**For more information, call or text Mary Helfenbein @ 918-429-5750**

**Or email at [mcalestroktoberfest@yahoo.com](mailto:mcalestroktoberfest@yahoo.com)**

**Have fun with your booth! We encourage you to embrace OKTOBERFEST  
with booth décor and even dressing in costume if you desire.  
PROST!!**