



# McAlester Oktoberfest

October 24<sup>th</sup> and 25<sup>th</sup>, 2025 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	German Bands
Multiple Food Truck Vendors	German Dancers
Bratwurst Eating Contest	German Games
Multiple Biergartens	German Contests

#### Additional On-grounds Events

Pittsburg County Mud Bog Races
Bo Phillips in Concert (Fri) Battle of the Bands (Sat)
Sanctioned Corn Hole Tournament
RVs, Tractors and ATV displays

### GENERAL INFORMATION and AGREEMENT

- **Booth Size:** All vendor booths are 10' X 10' (See pricing on the application)
  - **Booth Space does not include a tent.** There are no tent/canopy rentals. All vendors are responsible for providing their own tent, canopy, tables, and chairs. Vendors are also expected to supply their own display boards and proper signage.
  - **Each vendor must be present with their items during the festival hours of operation.** Booths must be open and ready for business at 4:00 pm on Friday and 12:00 noon on Saturday and remain open until the closing time of 10:00 pm on Friday and 10:00 pm on Saturday. Booths must be continuously managed. Leaving early will prohibit attendance at future OKTOBERFEST events. For single-staffed booths, we can sit at your booth for a short break.
  - **Booth Assignment and Set-up:** If your application is accepted, booth space assignments are determined at the Vendor Coordinator's discretion. This agreement 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. Please check in at registration to find where your booth(s) is/are located.
  - **Move-in times: Friday, Oct 24th, from 8:00 am to 3:00 pm** - Vehicles will be allowed in the building, but you **must abide by directions given when pulling in.** Only pull in on the side as shown on the driving direction map (one way in and one way out). Additionally, we will stop allowing vehicles to drive in if we determine it is too dangerous to continue to do so. **If you can't arrive by 2:30 pm, you must wait until Saturday morning to unload.** **Saturday, Oct 25th, 8:00 am to 11:30 am** – Final move in and staging. **If you have not arrived to unload by 10:30 am, you will not be allowed to set up and forfeit your booth fee.** (Exceptions will be evaluated on a case-by-case basis.) **All products, trailers, supplies and signage must fit within the rented booth space parameters.**
  - **Vendor Parking:** Parking will be available immediately behind the Southeast Expo Center building on the North side, East end, and designated "Vendor Parking". You will receive ONE Parking Pass in your packet. Additional vehicles in your group must park in festival parking areas. **The East end of the building is designated parking for handicapped festival guests only and cannot be used by our vendors.** **Ask us about an RV hookup if needed.**
  - **Food Vendors:** **It is your responsibility to obtain all necessary licenses and permits** before the festival. **Please attach copies to your Vendor Application.** A Pittsburg County Health Department representative will most likely be on-site checking for adherence to requirements and ensuring the proper placement of licenses and permits.
- Electricity and Water:** Outlets (120V), (50-amp for Food Trucks), are available at \$15 and will be reserved on a first come, first served basis upon application acceptance and payment. The cord length to the plug is the sole responsibility of the renter. Four-sided outlets hang from the ceiling and are shared by multiple vendors in the same area. (One plug-in per Vendor, unless more than one has been purchased and noted on the application.) Water is accessible, but no hookups are available.

- **Food Trucks:** 50-amp outlets are limited and will be available on a first come, first served basis. Once the outlets are taken, Food Truck vendors will need to use and provide their own generators. A picture of the plug-in will be provided. The vendor is responsible for obtaining any required adaptor plug.
- **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 inside Vendor area will be roped off after the 10:00 pm closing, and extra security will monitor the area while the festival continues until close. The Southeast Expo Center facility will be locked at night. Any outside vendor property will be monitored by on-site security throughout the night. The SE Expo Center building is closed and 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. However, a list of participating vendors will be submitted, as is required, to the Oklahoma Tax Commission.
- Applications without a **Federal Tax ID** (or a Social Security Number, if the vendor does not have a tax number) will not be accepted.
- **Tear Down Information:** As a courtesy to all vendor participants and festival organizers, **all booths must remain in place until the festival closes at 10:00 pm on Saturday.** Vehicles and trailers will only be allowed inside the building during stated set-up and tear-down hours. Otherwise, they must be in the Vendor Parking area. **Driving in and out is the same direction as set up!** Please pack up all your items before getting your vehicle or trailer. Booth sites must be left clean and free of debris. Trash receptacles and bins will be on-site. Leaving trash or zip ties in your booth space could affect your approval for future events.
- **Payment:** A check or money order is acceptable and should be mailed to the address listed on the *Vendor Application*. Alternatively, online payments are available on our website **mcalesteroktoberfest.com** under the “Shop” tab. A **non-refundable \$50 deposit**, paid within **15** days of acceptance notification, will reserve a spot in the show. The remainder of the full payment **must be received by Oct 1, 2025, at 5:00 pm.**
- **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, 2025, at 5:00 p.m.**  
**Vendors who are a No-Call, No-Show WILL NOT BE REFUNDED and WILL NOT be invited back!**
- **HOLD HARMLESS CLAUSE:** The exhibitor assumes entire responsibility 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 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 of revenues, and it is the sole responsibility of the exhibitor/vendor to obtain such insurance.
- **Vendors are responsible** for their equipment as well as the cleanliness of their booth area. Damage caused at the festival by the vendor is the vendor's responsibility.
- **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 items deemed inappropriate. Music may not be played from any booth during the festival. Inappropriate or unacceptable behavior will result in your booth's closure and forfeiture of fees.

**Please Note:** 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.

**Applications can be mailed or emailed. (Please refer to this information on the Application.)**

**Booth space won't be held until the nonrefundable \$50 deposit is received (within 11 days of acceptance notice).**

**Please make the check or money order payable to “McAlester Oktoberfest” or pay online.**

**The deadline for the remainder of the final payment is 5:00 p.m., October 1, 2025**