



McAlester Oktoberfest

October 26th and 27th, 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	German Bands
Multiple Food Truck Vendors	German Dancers
Bratwurst Eating Contest	German Games
Multiple Biergartens	German Contests
Wine Garden	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
 Golf Tournament)McAlester Country Club
 Buffalo Run Disk Golf Tournament

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 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. For single staff 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 the table to find where your booth(s) is/are located.
- **Move-in times: Friday, Oct 25, 2024, from 8:00 am to 8:00 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 once we determine it is too dangerous to continue to do so. **If you can't arrived by 7: 15pm, you must wait until Saturday morning to unload. Saturday, Oct 26, 2024, 7:00 am to 9:45 am** – Final move in and staging. **If you have not arrived to unload by 8:15 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, and supplies must fit within the rented booth space.**
Please let us know if you are only setting up Saturday morning so we are not waiting on you Friday night.
- **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.** 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. They will check for adherence to requirements and ensure that proper placement of license and permit 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 are the vendor's responsibility.

- **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 payments are available on our website (Shop tab): mcalesteroktoberfest.com A **non-refundable deposit of \$50** and a completed application will reserve a spot in the show. **The remainder of the full payment must be received by Oct 1, 2024 at 5:00 pm to be included in the show.**
- **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 BE REFUNDED and will not be invited back!
Electricity and Water: Outlets (120V) are available 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.
Only three (3) 50 amp outlets are available and will be given on a FCFS basis. Once gone, Food Trucks and vendors will need to use/provide their own generators as a power source.
- **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 to the Oklahoma Tax Commission as required. **No application will be accepted without a Federal Tax ID, or Social Security Number if the vendor does not have a tax number.**
- **Set up and Tear Down Information:** As a courtesy to all vendor participants and festival organizers, **all booths must remain in place until the festival closes at 6:00 pm on Sunday.** 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. **Drive in and out is the same direction as set up!** Please pack up all of your items before getting your vehicle. 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.

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 sent by email.

Booth space will not be held until (\$50) deposit is received.

Please make your check or money order payable to “McAlester Oktoberfest.”

The deadline to receive the application and final 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

Have fun with your booth! We encourage you to embrace
McALESTER OKTOBERFEST
with booth décor and even dressing in costume if you desire.
(Lots of low-priced costume options are available online.)

WHERE TO STAY

The following local hotels offer discounts for staying at their locations during McAlester Oktoberfest
(Must Reserve by Oct 4th to receive discount.)

Extended Stay America: (Dog Friendly – Ask hotel for details)

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:** (Dog Friendly – Ask hotel for details)

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 -To receive an additional discount at the 2 above hotels*, call or email Tammy Heims, Director of Sales: Tammy.heims@highgate.com and mention you are a vendor.

Note: Hotels do not handle vendor applications.

