

47th Annual  
Coweta Fall Festival  
September 15-17



2022 Exhibitor Packet

Presented By  
Coweta Chamber of Commerce

[cowetafallfestival@gmail.com](mailto:cowetafallfestival@gmail.com)

918.486.2513



Coweta Fall Festival is a three-day outdoor celebration designed to entertain the community, featuring carnival rides, vendor booths, exceptional fair food and live entertainment. There is a Fall Festival Pageant, Coweta's Got Talent competition, kids' games, a car show, fundraising auctions and more!

#### **2022 Festival Dates/Hours**

Thursday, September 15 from 5-10 p.m.

Friday, September 16 from 5-11 p.m.

Saturday, September 17. Parade at 11 a.m., Midway open from 12 noon-11 p.m.

#### **Exhibitor Applications**

Application deadline to receive the Early Bird Rate is Monday, August 1, 2022. All applications are due no later than August 15, 2022.

#### **Chamber Member Rates**

##### **Non-Profit Organizations (501 c3) and Political Candidates**

\$75 for one (1) 10x10 space if submitted by August 1, 2022.

\$125 for one (1) if submitted after August 1, 2022.

Add \$25 per space for electric, if applicable.

##### **Business and For-Profit Organizations**

\$150 for one (1) 10x10 space if submitted by August 1, 2022.

\$200 for one (1) 10x10 space if submitted after August 1, 2022.

Add \$25 per space for electric, if applicable





### **Non-Chamber Member Rates**

#### **Non-Profit Organizations (501 c3) and Political Candidates**

\$100 for one (1) 10x10 space if submitted by August 1, 2022.

\$150 for one (1) 10x10 space if submitted after August 1, 2022.

Add \$25 per space for electric, if applicable.

#### **Business and For-Profit Organizations**

\$175 for one (1) 10x10 space if submitted by August 1, 2022.

\$225 for one (1) 10x10 space if submitted after August 1, 2022.

Add \$25 per space for electric, if applicable.

### **For ALL Booth Vendors**

All vendors are responsible for their own displays, tables, chairs, backdrops, signs and extension cords for electricity. Using electricity without prior reservation will result in a \$25 per day charge to the vendor booth. Electrical outlets are limited.

If your booth is a trailer, the tongue to the trailer must fit within the confines of your booth space. If it extends beyond that perimeter, you will need an additional booth space. For pedestrian safety, no trailer tongues may extend out into pedestrian walkways at the ends of each row.

We respectfully request that vendors refrain from smoking or vaping within the confines of their booth due to the close proximity with other vendors.



**Please Provide the Following:**

1. Vendor application (See attached or go to [www.cowetachamber.com](http://www.cowetachamber.com)).
2. Copy of your current Certificate of Insurance valid through September 17, 2022. If your policy will renew before September 17, 2022, provide current copy with application and update policy at least one week prior to festival start. Your COI must have the Coweta Chamber of Commerce and City of Coweta listed as additional insured.
3. Two photos of your booth display showing the items you sell.
4. List of all items to be sold at Coweta Fall Festival. We will not accept your application without this list. Items offered for sale at the event that are not on the list may result in your expulsion from the event without refund.
5. Copy of current Oklahoma sales tax permit (unless otherwise exempt). If you are exempt, please note on the application and attach a copy of the exemption letter.
6. Signature on contract and release of claims.
7. Payment. We accept credit cards, money orders, cash or checks made out to Coweta Chamber of Commerce. Payment is due at time of application. If you are not accepted as a vendor, or all spots are full, we will return your payment. Payments can be mailed to Coweta Chamber of Commerce, P.O. Box 70, Coweta, OK 74429 or dropped by our office at 115 S. Broadway in downtown Coweta. For payment by phone, call 918-486-2513.

---

The Coweta Chamber of Commerce reserves the right to reject any application for any reason.

If you have any questions, please email us at [cowetafallfestival@gmail.com](mailto:cowetafallfestival@gmail.com) or call us at 918-486-2513.





### **Vendor Set Up**

Vendor booth set up will take place Wednesday, Sept. 14 beginning at 3 p.m. until 3 p.m. Thursday, Sept. 15. Your vehicle MAY NOT be parked on Broadway after 3 p.m. Thursday.

### **Space Assignment**

Your space assignment will be emailed to you one week before the festival. The Vendor Manager reserves the right to reassign and redesign any space when it will enhance traffic flow and appearance of the festival. Electrical needs will determine where booths are ultimately located due to electric restrictions.

### **Refund Policy**

Cancellations must be made in writing and postmarked by August 1, 2022. We issue a 100% refund if cancelled in writing by that date. No refunds for cancellations after August 1. No refunds will be made for weather at any time.

### **Electricity**

All vendors who purchase electricity must supply their own extension cords to the nearest electric panel. Please note that using electricity without prior reservation will result in a \$25 per day charge to the vendor booth. Electrical outlets are limited.

### **Restrictions**

No weapons of any type are allowed to be sold. This includes pocket knives. Any toy guns, including marshmallow shooters, MUST have an orange tip attached to it. Items that make taser noises are allowed, but must not show lights or arcs like a taser. No merchandise with sexual content, profanity or otherwise offensive in nature can be displayed. No food and/or drinks can be sold from vendor booths. THERE ARE NO EXCEPTIONS TO THESE RESTRICTIONS.



### **Proper Clean Up**

It is expected during and after Fall Festival that you leave your assigned space(s) as you found it. A \$25 trash fee will be billed if your area is not cleaned. All vendors must be cleared out by 2 a.m. Sunday, September 18.

### **NO TEAR DOWN OR LEAVING UNTIL 11 P.M. SATURDAY**

The Coweta Fall Festival operates until 11 p.m. Saturday, Sept. 17. Therefore, vendors may not tear down their tents or remove their booths until the festival closes. Electricity will be turned off at approximately 12 a.m. Sunday, Sept. 19. Please be patient when leaving as everyone will be trying to leave at the same time.

### **Liability Statement**

Vendor expressly agrees to indemnify, defend and hold harmless the Coweta Chamber of Commerce, its officers, employees, Fall Festival committee and Board of Directors, the City of Coweta, its officers, employees and City Council, from any and all claims, causes of action, liability, cost, expense or judgment relating to such goods, merchandise, or services, including without limitation, any liability from all manner of actions, causes of action, debts, accounts, bond, contracts, claims and demands for or by reason of any damage, loss or injury to person and property which has been or may be sustained as a consequence of participation in the Coweta Fall Festival.





## Parking

Parking places located behind downtown businesses are for those merchants only, Do NOT park in these areas including south of FNB Coweta or in their alley. Please see attached parking map. There are empty parking spaces near the post office as well as the area churches located off of Bristow Ave.

