



## Vendor Application

Dates of Event: October 13, 14, and 15, 2023

**APPLICATION DEADLINE: June 1, 2023**

Select boxes that apply:

- |                          |               |
|--------------------------|---------------|
| <input type="checkbox"/> | Arts & Crafts |
| <input type="checkbox"/> | Food Vendor   |
| <input type="checkbox"/> | New Vendor    |

**Only artisan, non-manufactured goods, other than those served as concessions, will be permitted. Vendors not complying will be sent home with no exception or refund.**

Please complete the following (incomplete applications will not be processed):

- Business Name: \_\_\_\_\_
- Specific Product(s) Description: \_\_\_\_\_
- Contact Name: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- City, State, & Zip: \_\_\_\_\_
- Cell Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_
- E-Mail: \_\_\_\_\_
- TAX ID# (required if you have one): \_\_\_\_\_
- On-site License Plate; make/model of vehicle #: \_\_\_\_\_
- FOOD VENDORS ONLY:
  - Rig Dimensions (including tongue and right or left): \_\_\_\_\_
  - Space Requirements: \_\_\_\_\_
  - Electricity Requirements: \_\_\_\_\_

**Oktoberfest Southlake does not provide tents, tables, or chairs. Cash, checks, credit cards or money orders accepted – Payment must accompany application.**

I hereby certify that I am the creator of my work and that **I will be open and present at my booth during all advertised hours of Oktoberfest.** I agree to follow all rules and regulations as found in the “*Southlake Chamber Oktoberfest Vendor/Sponsor Policies,*” and those set forth by Oktoberfest staff and the Southlake Oktoberfest “*Hold Harmless Agreement,*” and understand that failure to do so can result in immediate expulsion without refund. I will have no pets, illegal substances or weapons on my person or in my booth or vehicle during the festival. I understand and agree that Oktoberfest will continue despite any inclement weather and I will not receive a refund on account of weather. I also understand and agree that Oktoberfest Southlake reserves the absolute right to accept or reject any vendor application for any reason.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Vendor Application Instructions and Checklist**  
**KEEP THIS PAGE FOR YOUR RECORDS**

**Application Deadline: June 1, 2023**  
**Hours of Southlake Oktoberfest 2023:**

Friday: 4:00 p.m. to 11:00 p.m. ☆ Saturday: 10:00 a.m. to 11:00 p.m. ☆ Sunday: 12:00 p.m. to 7:00 p.m.

**Arts & Crafts**

**Application Fee: \$25 Non-refundable**

- **Entry: \$450      Corner Booth: \$550**
- You must create the work you exhibit and sell. Include non-returnable photos of products you will exhibit and sell.
- You will be provided a space that is approximately 11' x 11'. You will be responsible for providing your own equipment, including freestanding 10x10 covered tents, tables or chairs, heavy-duty electrical extension cords, duct tape, clamp lights, kitty litter or similar product (in case of damp ground), and any other supplies.
- If you require a double space, please contact the Southlake Chamber for pricing.
- **Location & Arrival Times** – Each vendor will receive a time schedule for arrival. Location and Placement of each vendor will be determined at the sole and absolute discretion of the host.
- Please email or include a non-returnable photo/color copy of festival set-up to [oktoberfest@southlakechamber.com](mailto:oktoberfest@southlakechamber.com). **DO NOT send us to a website – vendor to provide electronic photos!**

**Checklist**

- Vendor application plus \$25 non-refundable application fee
- \$450 check, money order or credit card (plus an additional \$100 if requesting a corner booth)
- Hold harmless agreement
- Photos/color copies of product and festival set-up

**Food Vendors**

**Application Fee: \$25 Non-refundable**

- **Entry: \$450 plus 20% of gross sales on food coupon basis and includes electricity.**
- Water is available on site although not available at each food vendor location.
- **Provide required amperage, voltage, and rig dimensions, including booth and/or trailer including the tongue.**
- Please email or include a non-returnable photo/color copy of festival set-up to [oktoberfest@southlakechamber.com](mailto:oktoberfest@southlakechamber.com).

**Checklist:**

- Vendor application plus \$25 non-refundable application fee
- \$450 check, money order or credit card
- Hold harmless agreement
- Photos/color copies of festival set-up
- Power needs
- Rig dimensions
- Copy of current health permit

**Checks or money orders are to be made payable to:**

Southlake Chamber of Commerce · 1501 Corporate Circle, Suite 100 · Southlake, TX 76092

- **Include the \$25 (non-refundable) application fee.**
- **A \$30 fee will be charged for returned checks.**

**Online applications will NOT be accepted.**

**Cancellations:**

More than 60 days before event – 50 Percent  
Less than 60 days before event – No refund