



Vendor Application

Dates of Event: October 11, 12, and 13, 2024

APPLICATION DEADLINE: 8/15/2024

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: 8/15/2024

Hours of Southlake Oktoberfest 2024:

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: \$500 Corner Booth: \$650**
- 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. **DO NOT send us to a website – vendor to provide electronic photos!**

Checklist

- ☐ Vendor application plus \$25 non-refundable application fee
- ☐ \$500 check, money order or credit card (plus an additional \$150 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: \$500 plus 25% 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.

Checklist:

- ☐ Vendor application plus \$25 non-refundable application fee
- ☐ \$500 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

Area Hotels

Hilton Dallas/Southlake Town Square

1400 Plaza Place
Southlake, TX 76092
(817) 442-9900
www.hilton.com

Cambria Hotel & Suites

2104 East State Highway 114
Southlake, TX 76092
(817) 329-1010
<http://www.cambriasouthlakedfw.com>

Hampton Inn & Suites Trophy Club

525 Plaza Drive
Trophy Club, TX 76262
(682) 831-1572
<http://www.hamptontrophyclub.com>

The Westin Southlake

1200 E. State HWY 114
Southlake, TX 76092
(817) 873-1900
www.harrellhospitality.com

Delta Hotels By Marriott Southlake

251 E. State HWY 114
Southlake, TX 76092
(323) 972-5830
www.marriott.com