



TOWN OF ARCADIA 35th Annual Western Heritage Festival & Rodeo

August 31, September 1, & 2, 2018

REGISTRATION FORM

YES, WE ARE INTERESTED IN PARTICIPATING IN THE FOLLOWING:

_____ **YOUTH TALENT SHOW** **Friday, August 31, 2018 @ 8:00 p.m.**
(Singing, Lip Sync, Instrumental, Dance, Drill Team, etc.)

Please describe performance category and name of group

_____ **PARADE** **Saturday, September 1, 2018 @ 3:00 p.m.**
(Band, Drill Team, Round-Up Club, Marching Group, Car Club, Float, Public Officials, Church/Community/Civic Groups, etc.)

Please indicate your parade entry.

_____ **GOSPEL EXTRAVAGANZA** **Sunday, September 2, 2018 @ 4:00 p.m.**
(Gospel Singing, Gospel Rap, Religious Drill Team / Liturgical Dance, Instrumental, etc.)

Please indicate category and name of group.

_____ **NON-FOOD VENDOR (\$200)** **Saturday & Sunday, September 1 & 2, 2018**

Indicate what you will be offering (Games, Art, Crafts, Clothing, Jewelry, Clothing, Toys, etc.)

_____ **FOOD VENDOR ** (\$300)** **Saturday & Sunday, September 1 & 2, 2018**

Indicate what you will be offering.

**** NOTE – All Food Vendors must comply with Oklahoma City/County Health Department Standards.**

VENDORS

ALL FEES MUST BE RECEIVED BY AUGUST 15, 2018 and are NON-REFUNDABLE.
Fees are for two days: Saturday and Sunday.

Mail this registration form and CHECKS payable to: TOWN OF ARCADIA
P.O. Box 268 ~ Arcadia, OK 73007



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Arcadia 35th Annual Western Heritage Festival & Rodeo

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CONTACT INFORMATION

Group/Individual Name: _____

Address: _____

City, State, Zip: _____

Contact Person: _____

Phone: _____ Alternate Phone #: _____

E-mail: _____

MAKE CHECKS PAYABLE TO: ***Town of Arcadia
P.O. Box 268
Arcadia, OK 73007***

FOR INFORMATION CALL: (405) 396-2899

Check List for submitting information:

- Completed Registration Form
- Enclosed Vendor Check
- Signed Fire-Safety-Liability Statement

For Official Use Only

Date Received: _____ **Assignment:** _____

Notes: _____



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FIRE - SAFETY – LIABILITY STATEMENT

You are required to read, sign and return this form with your registration and fee. Fees are non-refundable.

Fire and Safety

Access to electrical power is provided by the Town of Arcadia as a courtesy. On site decision of management are final.

All Vendors must adhere to the Town of Arcadia Fire Department rules and regulations.

All electrical wiring must conform to the electrical code of the Town of Arcadia and be UL approved.

No use of inadequately rated or frayed cords.

Liability- Hold Harmless

Exhibitors/Vendors assumes entire responsibility and hereby agrees to protect, indemnify, defend and save The Town of Arcadia (d/b/a Arcadia Western Heritage Festival & Rodeo) and its employees and agents harmless against all claims, losses and damages to persons or property, governmental charges or fines and attorney fees arising out of or caused by exhibitor's participation in the Arcadia Festival & Rodeo (Installation, removal, maintenance, occupancy or used or the premises or part therefore).

Application for Vendor space indicates the applicant's willingness to abide by all of the previously stated terms and conditions and general regulations, as well as such additional rules and regulations as the management deems necessary to the success of the event. On site decision of management are final. This application will serve as the official contract between the vendor and the Town of Arcadia (d/b/a Arcadia Western Heritage Festival & Rodeo).

Vendor Signature (s)

Signature

Date

Printed Name



ARCADIA FESTIVAL FACT SHEET

Vendor fees are for Saturday and Sunday, September 1 & 2, 2018

Vendors will be allowed to enter the Park on Saturday, September 1, 2018 @ 8:00 AM to set-up. Space assignment will be on a strictly first paid basis.

Food Vendors

Cost - \$300

Food Vendors who are not licensed food vendors by the State of Oklahoma will have to pay \$30.00 for Oklahoma City/County Health Department Inspection fees. This fee will be collected by the inspector at the time of inspection.

All food vendors must meet the Oklahoma City/County Health Department requirements. Mobile food and beverage units must meet Oklahoma City/County Health Department regulations. Inspectors will be on site. Food must be ready for health inspection by 12 noon. For information and materials regarding the requirements, go to: www.occhd.org. Telephone: 405 427-8651

Non-Food Vendors

Costs - \$200

SALES TAX

All vendors must collect and remit Oklahoma state sales tax. Vendors with an Oklahoma Tax Commission Sales Tax Number will remit taxes as usual. Vendors that do not have a Oklahoma Tax Commission Number must complete a report and pay sales tax collected to the Town of Arcadia each day.

REFUNDS

Vendor fees are non-refundable. We will do everything possible to address any concerns that may arise.

SECURITY

Security will be provided during the festival. **The Town of Arcadia, its' agents or representatives are not responsible for lost, stolen or damaged merchandise or equipment.** Each vendor is responsible for securing their own exhibit area. Limited overnight security will be provided. Each vendor is asked to secure their property overnight to avoid damage or theft.



TOWN OF ARCADIA
35th Annual Western Heritage Festival & Rodeo 2018
SCHEDULE

FRIDAY, August 31, 2018

“Blues In The Night” Blues Festival **7:00 p.m. - Until**
 Live Blues Music Festival. Bring your lawn chairs and umbrellas. Food concession will be on site.
 Location: Arcadia Municipal Park For more information call 405 396-2510
 Admission Fee: \$10.00. Details at: www.arcadiabluesfest.com

Street Dance & Talent Show **9:00 p.m. - 12 midnight**
 The Street Dance is for the Youth to kick off the celebration. This event is Free. The Street Dance is combined with a Talent Show. The Talent Show is open for entries in all categories including: singing, dancing, etc. Talent entries will perform during the street dance.
 Location: Downtown/Main Street.

SATURDAY, September 1, 2018

Vendor Booths Open **12:00 noon**

Parade **Promptly at 3:00 p.m.**
Line up at 2:00 p.m. – 500 W. 2nd Street
 All entries are welcome including: businesses, elected officials, churches, civic/social organizations, drill teams, marching groups, floats, car & truck clubs, Round-Up Clubs. Trophies are awarded. Only pre-registered groups will be judged. Please enter early.

Rodeo - Open Entry	\$5,000 Added Money	8 p.m.
13 yrs. +	\$10	
6 yrs. – 12 yrs.	\$5	
5 yrs. under	Free	

SUNDAY, September 2, 2018

Vendor Booths Open	12:00 noon
Gospel Extravaganza	4:00 p.m.
Rodeo - Open Entry	8 p.m.

The Town of Arcadia is not responsible for accidents or injury.
 This is a family activity and our objective is enjoyment for everyone who attends.
 For additional information and entry forms, please contact
 Arcadia City Hall by calling **(405) 396-2899**
 or visit www.TownofArcadia.com