



# TOWN OF ARCADIA

## 38<sup>th</sup> Annual Western Heritage Festival & Rodeo

**September 1, 2 & 3, 2023**

### REGISTRATION FORM

**YES, WE ARE INTERESTED IN PARTICIPATING IN THE FOLLOWING:**

\_\_\_\_\_ **YOUTH TALENT SHOW** **Friday, September 1, 2023 @ 8:00 p.m.**  
(Singing, Lip Sync, Instrumental, Dance, Drill Team, etc.)

\_\_\_\_\_  
Please describe performance category and name of group.

\_\_\_\_\_ **PARADE** **Saturday, September 2, 2023 @ 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 3, 2023 @ 4:00 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.

\_\_\_\_\_ **NON-FOOD VENDOR (\$200)** **Friday & Saturday, September 1-2, 2023**

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

\_\_\_\_\_ **FOOD VENDOR \*\* (\$300)** **Friday & Saturday, September 1-2, 2023**

\_\_\_\_\_  
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 18, 2023 and are NON-REFUNDABLE.**

**Mail this registration form and CHECKS payable to:**

**TOWN OF ARCADIA  
P.O. Box 268 ~ Arcadia, OK 73007**



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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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## **Arcadia 38<sup>th</sup> Annual Western Heritage Festival & Rodeo**

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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 Friday & Saturday, September 1 & 2, 2023

Vendors will be allowed to enter the Park on Friday, September 1, 2023 @ 2:00 PM 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 5pm on Friday. For information and materials regarding the requirements, go to: [www.occhd.org](http://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 an 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**  
**38<sup>th</sup> Annual Western Heritage Festival & Rodeo 2023**  
**SCHEDULE**

**FRIDAY, September 1, 2023**

**Vendor Booths Open** **6:00 p.m.**

**“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](http://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 2, 2023**

**Vendor Booths Open** **12:00 noon**

**Parade** **Promptly at 3:00 p.m.**

**Line up at 2:00 p.m. – 700 N. Main 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 3, 2023**

**Gospel Extravaganza** **4:00 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](http://www.TownofArcadia.com)