

Friday, MARCH 27, 2020

5 – 9 PM

Downtown Depot District
ARDMORE
Between B & C Streets

VENDOR INFORMATION

Please read information carefully
before completing Application
and **keep copy for reference**

FOOD VENDORS MUST:

1. Be licensed restaurant, caterer or food truck located within Ardmore city limits
2. Submit completed Taste of Ardmore (TOA) Vendor Application, a \$50 non-refundable deposit and copies of required licenses and permits from Carter County Health Department (580-223-9705) and the City of Ardmore (580-223-0784) to Ardmore Main Street **no later than Wednesday, March 18, 2020**.
Please note: failure to provide the appropriate licenses and permits may forfeit event participation.
3. Display copies of applicable licenses and permits at booth during event.
4. Sell products reflective of vendor's regular or catering menu.

BEVERAGE SALES - ALCOHOLIC & NON-ALCOHOLIC

1. Ardmore Main Street Authority retains exclusive rights for the sale of **beer, soft drinks and bottled water**.
NOTE: Oklahoma State Law prohibits sale of any beer or alcohol by anyone other than promoter.

PURCHASE SYSTEM

1. All transactions at vendor booths are cashless. Vendors may only accept TOA tickets for product sales.
2. TOA tickets will be sold at a central, onsite ticket booth for **\$1.00 per ticket**.

TOA TICKET REDEMPTION & PAY OUT

TICKETS MUST BE REDEEMED PRIOR TO LEAVING THE EVENT GROUNDS AT CLOSE OF EVENT.

1. **PAY OUT/COMMISSION**
 - Vendor will receive 85% of vendor's gross sales.
 - AMSA will receive 15% of vendor's gross sales.
2. **PRIOR TO REDEMPTION:**
 - All tickets must be placed in plastic bags provided by AMSA.
 - Booth space and area must be inspected and "OK to PAY" certificate approved.
3. **REDEMPTION PROCEDURE**
 - Take bagged tickets and "OK to PAY" certificate to redemption area in Ardmore Main Street office.
 - Ticket processors will confirm vendor's gross sales and pay-out amount.
 - Vendor will be issued a check from Ardmore Main Street Authority for pay out amount.

LOAD IN & LOAD OUT

1. Load in and set up are between 1:30 PM - 4:30 PM on event day.
2. Vehicles are permitted access to vendor lot between 1:30 PM - 4:15 PM to unload equipment. Vehicles must be removed once equipment is unloaded.
3. All vehicles must be removed from the lot by 4:15 PM. **No exceptions.**
4. Booths must be set up and ready to serve customers by 4:45 PM.

5. For the safety of everyone, **NO VEHICLES will be allowed to enter the vendor lot for load out until the lot is deemed safe by the Ardmore Police Department.**

BOOTH SPACE & ELECTRICAL SERVICE

1. Booth space assignments are based on vendor space, power needs and menus of surrounding booths.
2. Regular booth space is approximately 12' x 12'. A limited number of oversized booth spaces are available, first come, first serve, for food trucks and vendors who need a larger space.
3. One (1) 20-amp power drop per booth space can be provided at no charge. It must be requested on vendor's application form. (Additional power may be available for an additional charge.)
4. List each piece of equipment, including specific electrical requirements (amps & voltage), in the space provided on the registration form.

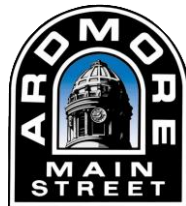
Please, food trucks use your own power source as much as possible.

VENDOR RESPONSIBILITIES

1. **VENDOR PROVIDES:** tent/structure/truck, tables, chairs, displays, catering equipment, signage, trash receptacles, power cords, hoses, etc., required to operate your booth.
2. **VENDOR HOURS:** All booths/trucks must remain set up with an attendant present until close of event.
3. **PERMITS:** Vendor must have proper permits and licenses displayed at booth with copies provided to Ardmore Main Street with Vendor Application.
4. **ON SITE ADVERTISING & SOLICITATION:** All advertising and sales must be confined to vendor's booth space. Use of strolling sandwich boards, flyer distribution, etc., is strictly prohibited.
5. **VENDOR COOPERATION:** Vendor, associates and employees must be professional and friendly with customers, AMSA staff and representatives, security and other vendors throughout the event.
6. **CLEAN BOOTH AREA:** Your booth and surrounding area must be kept clean during the event. The vendor must clean booth area and dispose of all trash prior to redemption. Trash is defined as "any items such as used condiment packages, cups, cans, bottles, spilled food, paper goods, trash bags, boxes, plastic packaging and binding, etc." Dumpsters are available for trash disposal.
7. **BOOTH INSPECTION & "OK to PAY" CERTIFICATES:** TOA representatives will conduct an "OK to PAY" inspection of each booth at event close. Once certified clean, vendor will be issued an "OK to PAY" certificate to submit at the redemption area before pay out check is issued. Failure to comply with redemption guidelines could result in loss of pay out to vendor.

INDEMNITY

Vendor agrees to indemnify and hold harmless Ardmore Main Street Authority and the City of Ardmore, their employees and representatives against any and all claims of loss, injury or damage to persons or property.



Ardmore Main Street Authority
203 W. Main Street, Ardmore, OK 73401
Phone (580) 226-6246
labeth@ardmoremainstreet.com

PLEASE RETAIN THIS COPY FOR REFERENCE



VENDOR INFORMATION

Your completed Vendor Application, deposit and copies of licenses and permits are due to Ardmore Main Street, 203 W. Main Street, Ardmore, OK 73401 **NO LATER THAN MARCH 18, 2020**

Phone: 580-226-6246

Scanned applications to

labeth@ardmoremainstreet.com

Cash, check, credit or debit accepted

DATE OF APPLICATION _____

BUSINESS NAME _____

ADDRESS (STREET OR PO BOX) _____ CITY _____ STATE ____ ZIP _____

BUSINESS PHONE (____) _____ CELL PHONE (____) _____

EMAIL ADDRESS _____

PRIMARY CONTACT _____ POSITION _____

LIST ALL FOOD & BEVERAGE ITEMS TO BE SOLD (NO BEER, SOFT DRINKS OR BOTTLED WATER)

PLEASE CHECK ALL APPROPRIATE BOXES BELOW

WE HAVE A..... BOOTH FOOD TRUCK FOOD TRAILER (CHECK ONE)

PLEASE LIST TRUCK/TRAILER SIZE & DESCRIPTION, INCLUDING DIMENSIONS, SERVING SIDE, ETC. ATTACH PHOTO IF POSSIBLE.

DIMENSIONS -	SERVING SIDE -
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WE WILL NEED - ELECTRICAL CONNECTION YES NO WATER HOOK-UP YES NO

List equipment requiring electrical connection, including volt/amp requirements for each piece. Please be specific.

VENDOR SIGNATURE _____ DATE _____

OFFICE USE ONLY:

\$50 Deposit Received Yes ___ No ___ Date Received _____ Receipt Issued _____ Initials _____
 Cash ___ Check # _____ CC ___ PayPal _____ License & Permits Received Yes ___ No ___