



Non-Food Vendor Application

DATES: (please check the one(s) you are applying for)

☐ May 23 (Boots on the Boulevard)

☐ June 20

☐ August 22 (Back to School Bash)

☐ September 26 (Corporate Olympics)

☐ October 24 (Fall Festival)

EVENT HOURS: 6:00pm – 9:00pm **SET UP HOURS:** 4:30pm – 5:30pm **COST:** \$35/event

BUSINESS NAME: _____ **EMAIL:** _____

WEBSITE: _____

ADDRESS: _____ **CITY/STATE/ZIP:** _____

PRIMARY CONTACT: _____ **SECONDARY CONTACT** _____

BUSINESS PHONE: _____ **CELL PHONE:** _____

OK SALES TAX LICENSE #: _____ **CLAREMORE PERMIT #:** _____

BUSINESS SOCIAL MEDIA: ☐ Facebook ☐ Twitter ☐ Instagram ☐ Other _____

TYPE OF FOOD SERVED: _____

FOR INTERNAL USE ONLY

PAYMENT: ☐ May ☐ Aug ☐ Sept ☐ Oct

☐ OK SALES TAX ID # _____ (Expires __ - __)

☐ CITY MOBILE VENDOR # (Expires __ - __)

☐ LIABILITY INSURANCE (Expires __ - __)

APPLICATION REQUIRED ADDITIONAL MATERIALS:

In addition to this application, vendors should submit payment in full (cash, check and credit card acceptable; checks shall be made out to the Claremore Main Street), a copy of the City of Claremore Food Truck Permit and a certificate of liability insurance naming Claremore Main Street, 412 W. Will Rogers Blvd., as an additional insured. For credit card payments, visit <https://squareup.com/store/FoodTruckThursday/>.

DEADLINE:

Applications are reviewed on a first-come, first-serve basis. **Application will not be reviewed until ALL items are submitted as one.** To ensure all vendors are successful, the Food Truck Thursday committee limits the number of food vendors serving similar dishes and the total number in attendance. Once the event fills, a wait list will be started. All items on the application must be submitted before it is considered complete. **Payment is required by the 15th of the month of the requested event to reserve a space, no exceptions.** Failure to pay by the 15th can result in the spot being given to another vendor. Refunds are not given for cancellations by the vendor after this date for any reason. Should the Committee cancel the event, refunds will be dispersed.

APPLICATION SHOULD BE SUBMITTED TO:

Claremore Main Street
412 W. Will Rogers Blvd. Claremore OK 74017
mainstreet@claremore.org - 918-341-5881

EVENT INFORMATION AND RULES:

- Event set up begins at 4:30 p.m. on the day of the event. Vendors must be ready to sell by 6 p.m. The streets must be cleared in a timely manner following the conclusion of the event.
- All food vendors are responsible for compliance with local, state and federal laws. A City of Claremore food vendor permit must be current with a copy on file submitted with the application.
- Vendors are responsible for filing and paying all required sales tax if applicable.
- Vendors should be equipped with their own tables, chairs, pop-up tents, etc. as they see fit. The event does not provide items for booth set up.
- If electric has been requested, vendors must be equipped with their own extension cord(s) to access the outlets.
- Vendors should remain in their booth to promote themselves or their products. Walking solicitation is not permitted.
- In the event of cancellation due to weather, we will notify vendors via email prior to 2 p.m. on the day of the event. Cancellations by Claremore Main Street can result in a refund of the \$35 fee only if canceled prior to the event starting.
- Any vendors found violating any of the above rules and regulations may forfeit their participation in future Food Truck Thursday events.
- **Vendors are required to remove their trash from the premise.** Trash is not to be left on curb/at trash receptacles.

The undersigned hereby waives all claims against and agrees not to sue Claremore Main Street or any of its representatives, or the City of Claremore or any of its representatives for damages resulting from injury to any person or thing resulting from or arising out of the use of the city's facilities on the above described occasion(s). I further agree to indemnify and hold Claremore Main Street, the City of Claremore, its officers, agents and employees harmless from any loss, damages, or expenses incurred by the City as a result of any suit arising out of the activities conducted or sponsored by the listed above.

I, the undersigned have read and understand the above and I agree to follow any and all policies, conditions, and rules, and to pay all fees required in regard to the activity listed above.

Signature _____ Date _____