

**APPLICATION FOR BOOTH
DEUTSCHESFEST
Bixby, Oklahoma
September 20, 2008**

Organization Name _____

Individual Name _____

Home Phone () _____ Bus. Phone () _____ Cell () _____

Address _____

City _____ State _____ Zip _____

Email Address _____

Tax ID # _____

If you will **not** be in charge of your booth, give name, address, and phone number(s) of the representative or individual who will operate your booth.

Name _____ Phone () _____

Address _____ () _____

City _____ State _____ Zip _____

Spaces are \$25 for 12' x 12'

List all items that you would like to display or sell during the Fest. **Please be specific.** Space will be assigned on the basis of this list. Once a contract is issued, you may not display or sell any additional items without prior approval. If you need more space, use the back of this sheet.

APPLICATION FOR BOOTH, Cont.

Will you need electricity for your booth? _____ Electrical requirements _____

Do you have General Public Liability Insurance? _____ Amount _____

A copy of the Certificate of Insurance will be required before contract is issued. If you do not have General Liability Insurance, you will be required to sign a Liability Waiver Clause on the contract.

The DeutschesFest Committee reserves the right to assign space in accordance with existing space requirements and other exhibitors. The DeutschesFest Committee strives to maintain a balanced variety of exhibitors and products. Rented area includes only the area stipulated on the contract.

A letter of confirmation will be sent to you along with your booth space number. All contracts are non-refundable. There is a no rain-out clause.

A signed contract with Certificate of Insurance or a signed Liability Waiver on the Contract and payment of money due will be necessary before the booth is released to you.

We agree to abide by the Rules and Regulations stipulated in the Application Packet.

Signature

Date of Application

DEUTSCHESFEST CONTRACT

Exhibitor Booth
September 20, 2008

Organization Name _____

Individual Name _____

Home Phone () _____ Bus. Phone () _____ Cell () _____

Address _____

City _____ State _____ Zip _____

Email _____

Signature _____ Dated ____/____/____

Oklahoma Tax ID Number _____

Oklahoma law requires that you submit a copy of your Tax Permit. Please attach to contract. If you do **not** have a Tax ID Number, Oklahoma law requires you to submit your tax payment to the Booth Chairman. Checks can be made payable to the Oklahoma Tax Commission.

NOTE: If you do not submit a current copy of your Certificate of Insurance with this contract, your signature on the Liability Waiver below is required and must be on file with the DeutschesFest Committee before the contract is complete and use of the booth is allowed.

Liability Waiver Clause

It is understood that any liability arising as a result of this activity will become the responsibility of the exhibitor using the assigned booth area not the DeutschesFest Committee. It is also understood that any damage to the facility or loss of property during the above mentioned time becomes the responsibility of the exhibitor.

Signature _____ Dated ____/____/____

Please make Check or Money Order payable to **Friends of Irving**.

Please return this application/contract to:

Friends of Irving Foundation
P.O. Box 368
Bixby, OK 74008

**CONFIRMATION LETTER
DEUTSCHESFEST
Bixby, Oklahoma
September 20, 2008**

Dear Exhibitor,

This letter is to inform you that we have reserved a booth space for you as an Exhibitor at the 4th annual DeutschesFest. Set-up information and Rules and Regulations are listed below.

You will have booth space number _____.

You will be allowed to drive back to the space to unload, but will need to move your car back to the parking lot before the Fest opens.

Each vendor is responsible for his/her own booth set-up and dismantling.

All exhibitors are expected to be present for the entire day of the Fest. Vendors may begin setting up at 7:00 a.m. on Saturday the morning of the Fest.

Rules and Regulations

- A. Solicitation of funds for any political, educational, or charitable corporation or association by a corporation, association, group, or individual shall be prohibited unless authorized in writing by the DeutschesFest Committee
- B. Exhibitors are NOT allowed to leave the area of their booth to sell or give away any item or merchandize. No walking/roaming vendors.
- C. List of Products - Any items in your space not authorized on your application for booth/contract are subject to removal at the discretion of the DeutschesFest Committee.
- D. No vendor will be allowed to set up if his or her account is not paid and Certificate of Insurance and copy of Tax identification Number is not on file with the DeutschesFest Committee.

Dear Vendor:

The Friends of Irving Foundation, Inc., Bixby High School German Club, and the German American Society of Tulsa are sponsoring the fourth annual DeutschesFest. It is Bixby's Oktoberfest and the start of the Oktoberfest season in the Tulsa area.

Authentic German food, pastries, and beverages from area merchants will be featured. Entertainment from the German-American Society of Tulsa's band, choir and dance group will appear. There will be an inflatable play area for the kids, assorted games, puppet show, face-painting, silent auction, Volkesmarsch, dog show, and wiener dog races.

DeutschesFest is the main fundraiser for the Bixby High School German Club and benefits the further development of Washington Irving Memorial Park and Arboretum. These funds help send students to Germany and provide classroom materials to further enhance their studies.

DeutschesFest will take place at Washington Irving Memorial Park and Arboretum on Saturday, September 20th, 2008, 9:00 a.m. until 10:00 p.m. A schedule of events will be posted on the Bixby High School German Club web site at [www](http://www.bixbyhighschoolgermanclub.com).

We are looking for a variety of vendors to help make this a fun-filled event. The DeutschesFest Application and Contract are enclosed with this letter. Simply fill them out and return with payment. A confirmation letter will be sent to you.

We look forward to seeing you at the fourth annual DeutschesFest!