



**Saturday, June 29, 2019**  
**Independence Day Celebration - Vendor Registration Form**

**Business:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City, State, Zip** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Do you have (please circle): Facebook, Twitter, Instagram**      **Hashtag:** \_\_\_\_\_

**DESCRIPTION**

Please describe the items sold and/or attach menu with pricing:

Please attach recent photo of your Vendor Booth / any high-quality photos for our website and advertising.

**Food Vendor Fee (\$100) – Arts & Craft/Commercial Vendor Fee \$50**

**Please choose form of payment**

[  ] **Check Enclosed**      [  ] **Please Invoice Us**      [  ] **Credit Card – Please call (918) 371-1010**

Make checks payable to  
*The City of Collinsville*

Invoices must be paid IN FULL  
before event takes place.

**for payment over the phone.**

**FOOD VENDORS MUST COMPLY WITH TULSA COUNTY EPA/HEALTH DEPT. LICENSING AND PROVIDE CERTIFICATE OF INSURANCE.**

**AGREEMENT**

- 1. Event day is Saturday, June 29, 2019 at the Collinsville City Park located at 1900 Veterans Drive, Collinsville, OK. Set-up by the vendor should be no later than 11:00 a.m. the afternoon of the event unless other arrangements have been made. Exhibitor’s vehicles must be out of the area by 11:30 a.m. The park will be closed starting at 10:00 a.m. and vendors only, will be issued entrance passes.
- 2. **Your location will be provided to you upon your arrival the day of the event.**
- 3. **PLEASE NOTE:** Tents, tables and chairs are not provided! As it is the city park, there will only be electricity available for food vendors who have made previous arrangements before the event.

**Indicate if you need electricity: \_\_\_\_\_YES \_\_\_\_\_NO**

**If Yes: description of equipment - LIMITED ELECTRIC AVAILABLE**

\_\_\_\_\_ **Voltage:** \_\_\_\_\_ **Amps:** \_\_\_\_\_

\_\_\_\_\_ **Voltage:** \_\_\_\_\_ **Amps:** \_\_\_\_\_

- 4. You may begin tear down just before the fireworks show begins. We ask that your area be clean and vacated by 10:30 p.m., **NO LATER.** This is strictly enforced by the Collinsville Police Department.
- 5. We will try our best, but we cannot guarantee that any vendor will have an exclusive on any item.

**HOLD HARMLESS CLAUSE: “The exhibitor/vendor assumes the entire responsibility and liability for losses, damages, and claims arising out of injury to persons or damage to displays, equipment, or other property brought upon the premises and agrees to indemnify, defend and hold harmless the City of Collinsville and it’s servants, agents, officers, and employees against all claims or expenses for such losses, including reasonable attorney’s fees, arising out of use of space at the event. The exhibitor/vendor understands that the City of Collinsville does not maintain insurance covering the exhibitor/vendor’s property or lost revenues and it’s is the sole responsibility of the exhibitor/vendor to obtain such insurance.**

\_\_\_\_\_   
Contact Signature

\_\_\_\_\_   
Date

**SUBMITTING**

Vendor/exhibitor applications are due with payment by Friday, June 21, 2019. Applications should be submitted to:

City of Collinsville (918) 371-1010 ext. 2026  
Sherry Campbell, Event Coordinator  
P.O. Box 730  
Collinsville, OK 74021

Or email to:

[scampbell@cityofcollinsville.com](mailto:scampbell@cityofcollinsville.com)

**FOR OFFICE USE ONLY**

**DATE RECEIVED** \_\_\_\_\_ **VENDOR POSITION#:** \_\_\_\_\_ **PAID** \_\_\_\_\_

**Receipt #:** \_\_\_\_\_ **Insurance Certificate rec’d:** \_\_\_\_\_