

PRAGUE KOLACHE FESTIVAL
ARTS & CRAFTS SHOW APPLICATION
MAY 7, 2022

Dear Vendor:

On behalf of the Prague Kolache Festival Arts & Crafts Show Standards Committee, we would like to invite you to complete the enclosed application. The Arts & Crafts show will be held in the Prague Park. Be sure to bring stakes, ballast and other material needed for your tent as we will be on grass. The Kolache Festival Arts & Crafts booth will be located in the Gazebo in Prague Park. As in the past, we will have hand-crafted and commercial items separated.

All food vendors, wine, etc. must provide their own water for sanitizing per Dept. of Health regulations.

For those of you not having an Oklahoma Sales Tax Permit Number, a Sales Tax form will be available the day of the show. You will need to complete and hand in this form, also with the Sales Tax money collected, at the Arts & Crafts Show Booth at the end of the show. The Kolache Festival will file and mail in this information to the Oklahoma Tax Commission on your behalf. The Kolache Festival not only files the Sales Tax Reports and monies for those vendors who do not have an Oklahoma Sales Tax Permit, we also submit a list of all vendors and their information who were present at the Festival. If you have any questions regarding this issue, please contact me via e-mail: mrsbossross@yahoo.com or call the Kolache office at (405) 567-4866.

Show hours are from 9:00 am until 5:00 pm. It is mandatory that all vendors stay until the end of the show. No tearing down or packing up is allowed until 5:00 pm.

Please remember, on the day of the show, all vendors MUST check-in at the Arts & Crafts Show Office located at the Gazebo in the park. Exhibit set-up is from 6:30 am to 8:00 am. If you need or want to set-up on Friday, the day/night before the Festival, please make arrangements 2 days in advance by emailing me at mrsbossross@yahoo.com or call the Kolache office at (405) 567-4866. We do not have special security for the vendors who setup on Friday. You will be responsible for your personal property.

If you have any questions or require any assistance, please contact the Festival Office at (405) 567-4866.

Best Wishes,

Prague Kolache Festival

PRAGUE KOLACHE FESTIVAL-ARTS & CRAFTS SHOW

VENDOR APPLICATION

SATURDAY, May 7, 2022

Please check the appropriate box:

Hand-Crafted (by Vendor)

Commercial

Business/Individual Name: _____

Address _____ City _____ State _____ Zip Code _____

Telephone: Home _____ Cell _____

Email: _____

I am enclosing \$ _____ for _____ number of booth space(s).

Number of Electrical outlets (if needed): _____ Trailer Width & Length: _____

Please list all items you have available to bring to our show, one item per line. The Standards Committee will send you a letter detailing the items we wish you to bring. If you require more room please attach a separate piece of paper. Photos are required for each item.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

If a booth is not available, please put me on a waiting list: YES No

ARTIST RELEASE AND ACKNOWLEDGEMENT

I hereby make application to become an exhibitor in the PRAGUE KOLACHE FESTIVAL ARTS & CRAFTS SHOW. I agree to abide by the rules and regulations as set forth within and established by the Arts & Crafts Committee. Furthermore, I hereby release and forever discharge the Prague Kolache Festival from any responsibility or liability for loss, claims, damages, theft, injury, or accident. It is further agreed that this applicant shall maintain his/her space, merchandise, activities, and business practices while attending the show. Applicant understands that violation or non-compliance of rules may result in immediate expulsion of Applicant and his/her exhibit from the festival. Furthermore, I agree that by signing below I completely understand all rules and regulations.

Signed: _____

Date: _____

IMPORTANT: Oklahoma Sales Tax Permit #: _____

**PLEASE RETURN WITH PAYMENT TO: Prague Kolache Festival
Arts & Crafts Show
P.O. Box 7
Prague, Ok 74864**

PRAGUE KOLACHE FESTIVAL-ARTS & CRAFTS SHOW

VENDOR APPLICATION

SATURDAY, May 7, 2022

APPLICATION INSTRUCTIONS

The Annual Prague Kolache Festival Arts & Crafts Show is an outdoor show at the beautiful Prague Park located on the west end of the main thoroughfare. Prague is located 7 miles north of I-40 at Exit 200; or 18 miles south of I-44 (Turner Turnpike) at Stroud exit, 45 miles east of Oklahoma City.

Booth assignments will be at the discretion of the Arts & Crafts Committee. Once your application has been approved, you will receive a confirmation and parking permit for the day of the festival. Please see Item 6 on Exhibition Rules for schedule of booth fees. Please fill out the enclosed application and sign the release form.

No refunds will be given after the deadline. Returned checks will be an automatic exclusion from the show. Applications received after April 1st must be accompanied by a money order or cashier's check. No applications will be accepted after April 15, 2022.

ACCOMMODATIONS

We have some great AirBNB's in our area! Search Prague, OK, Sparks, OK, or Meeker, OK

RV Hookups Sac-Fox Reservation- 10 1/2 miles north on Highway 99

Round-up RV hookup- 7 miles south of Prague

Prague Lake RV Hookups- 3 miles west, 3 miles north, 1/2 mile east of Prague

Motels/Hotels located in nearby towns: Seminole, Shawnee and Stroud

Food booths and portable restrooms located nearby the Arts & Crafts Area

EXHIBITION RULES

Please help us maintain the integrity of this show by closely examining these rules as they apply to your work.

1. A Standards Committee will review all applications, photos and displays. The Standards Committee shall have the right to request the removal of items which violates any of the rules of the Prague Kolache Festival.
2. A confirmed reservation from the Prague Kolache Festival is a commitment to show. NO refunds will be made for cancellations or removal for cause. All artists will show and sell Saturday, May 7, 2022 from 9:00 am to 5:00 pm. Exhibit set up is from 6:30 am to 8:00 am the day of the show. Booths not occupied by 8:00 am on Saturday could be reassigned, if needed.
3. When you arrive in Prague, display Side A your Parking Permit on your windshield to get through roadblocks. Please complete Side B of your Parking Permit and display in your windshield once you have parked
4. All vendors must check in the Arts & Crafts Show booth, before setting up display on the day of the Festival. After checking in, vendors will receive their booth space numbers and location of displays. Vendors will not be able to change booths until all vendors are checked in.
5. The Arts & Crafts Show will be split into two sections: Arts & Crafts and Commercial. The vendor must handcraft the items to be eligible for the Arts & Crafts section. Vendors with commercially produced

items will be displayed in the Commercial section of the show. The Arts & Crafts Committee will review all entries and determine final section placement in the show, shall have the right to request the removal of work or items that were not preapproved or which violates any of the rules of the Kolache Festival Arts & Crafts Show.

6. No booth refunds will be made after approval letter has been mailed out. Exhibitors will provide their own display equipment, such as tables, chairs, tie downs, anchors, tents, etc. REMEMBER-THIS IS AN OUTSIDE SHOW. The booth fees are as follows:
 - a. 12'x12' space- \$70.00
 - b. 12'x12' space with electricity- \$115.00

ONLY THE 1ST 15 APPLICATIONS WILL BE ACCEPTED NEEDING ELECTRIC HOOKUP.
7. No generators will be allowed in Arts and Crafts area. If you need electricity, please indicate that on your application. We do have limited electrical hook ups so we will only be accepting the the 1st 15 applications that request electric, as indicated above.
8. Please use the designated unloading zones to quickly unload your vehicle. YOU ARE SOLEY RESPONSIBLE FOR PROVIDING THE NEEDED MANPOWER AND EQUIPMENT (DOLLYS, CARTS, ETC.) TO UNLOAD YOUR VEHICLE AND TRANSPORT THE PRODUCT/GOODS TO YOUR BOOTH. Once you have finished unloading your vehicle, please move it to the designated parking areas and display Side B of your parking permit in windshield. Information will be at the Gazebo the day of the Festival.
9. Kolache Festival memorabilia CANNOT be sold at the Arts & Crafts show by any vendor. The Kolache Festival Committee reserves the right to sell the merchandise at their booth and in the Arts & Crafts Show on this day.
10. Due to an Oklahoma State Law, please provide a copy of your Oklahoma Sales Tax Permit with your application, if applicable. Sales tax collection and payment will be the exhibitor's responsibility. It is Oklahoma State Law that you report your sales tax collected on the day of the festival to the Arts & Crafts Show Committee. A person will be available at the end of the day in the Arts & Crafts Tent to collect this information. The Kolache Festival not only files the Sales Tax Reports and monies for those vendors who do not have an Oklahoma Sales Tax Permit, we also submit a list of all vendors and their information who were present at the Festival.
11. It is the exhibitor's responsibility to keep their immediate area clean during the show and pick up litter upon closing. Trash receptacles will be located on every aisle.
12. Since this is an outdoor show, please be prepared for inclement weather. In the event of rain, the Festival, with the help of the City of Prague, will try to maintain a "dry" walkway for the visitors.