

# HARVEST FESTIVAL VENDOR GUIDELINES

## I. OBJECTIVES

The Harvest Festival strives to create a fun, family-friendly event in downtown Stigler, bringing together farmers, food vendors, crafters, artisans, and community groups. This event offers a place where local residents and visitors can purchase quality products, enjoy live entertainment, and participate in contests and activities.

## II. WHO MAY SELL

- A) **Oklahoma Farmers & Producers** – Fruits, vegetables, meats, plants, honey, eggs, and other agricultural products grown or raised in Oklahoma.
- B) **Food Vendors** – Prepared, packaged, or ready-to-eat food items, properly licensed under state guidelines.
- C) **Crafters & Artisans** – Handmade goods, art, and craft items. Unlike the Farmers Market, there is **no limit on craft vendors** for this event.
- D) **Non-Profits & Organizations** – Groups are welcome to educate the public or fundraise, provided their items or activities fit the family-friendly and festival atmosphere.

## III. WHAT MAY BE SOLD

Vendors must comply with all applicable Oklahoma laws regarding food safety, preparation, and labeling. Examples include:

- Fresh produce and agricultural products
- Eggs, honey, meats, and dairy (with proper licensing/inspection)
- Baked goods, canned foods, and cottage foods (must follow Oklahoma Food Freedom Act)
- Handmade crafts, art, and locally made products
- Garden or nature-based items

## IV. FESTIVAL HOURS & REQUIREMENTS

- **Festival runs 8:00 AM – 8:00 PM.**
- Vendors are required to remain set up until **6:00 PM**. After 6 PM, booths may be packed up so vendors can enjoy the evening festivities.
- If you wish to participate in contests or competitions, you must either:

1. Have an extra person to run your booth during the event, OR
2. Leave a clear sign stating you are participating and will return shortly.

## **V. SPACES & FEES**

- **First-Time Vendors:** \$50
- **Temporary Vendors:** \$25
- **Permanent Farmers Market Vendors:** \$15
- Spaces will be assigned by the event team, honoring Permanent Vendor spaces.
- Vendors must provide their own tables, tents, and display needs.

## **VI. SANITATION & SAFETY**

- Vendors are responsible for keeping their area clean during the day and for fully cleaning up their space at the end of the event.
- Tents, umbrellas, and displays must be properly weighted or tied down.
- The Harvest Festival is **smoke-free** within festival boundaries.

## **VII. CUSTOMER SATISFACTION**

Refunds and exchanges are at the discretion of each vendor, but vendors are encouraged to ensure positive customer experiences.

## **VIII. TAXATION**

Vendors are responsible for collecting and remitting all required city, county, and state sales taxes. The Harvest Festival is not responsible for tax collection.

## **IX. CITIZENSHIP**

All vendors represent the Harvest Festival, the City of Stigler, and our community. Vendors must treat customers, volunteers, and other vendors respectfully. Any issues or complaints should be directed to the Festival Coordinator in writing.