



PEC 2019 Annual Meeting
Saturday, September 28, 2019
Opens at 9:00 a.m.
Pontotoc County Agri-Plex, Ada, OK

ACTIVITY/CRAFT VENDOR APPLICATION

(Must complete all sections of this application)

Organization: _____

Contact Person: _____ Daytime Telephone: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

I prefer to be contacted by email: yes no

Products to be sold: _____

Questions/Concerns:

NOTE: Make checks payable to PEC and please include a copy of this form for accurate processing of your payment. Your reservation is NOT complete until all fees are received. If reserving a craft booth, please remit **\$30** per 10' x 10' craft booth space to the following address or visit our office in person.

Mail to:	In person:
People's Electric Cooperative Attn: Kaia Hicks P.O. Box 429 Ada, OK 74821 Questions? kaia.hicks@peopleselectric.coop	At PEC's offices located at 1600 North Country Club Road in Ada during regular office hours (excluding holidays): Monday thru Friday, 8:00 AM to 5:00 PM.

I HEREBY AGREE TO THE TERMS & CONDITIONS LISTED ON BACK:

VENDOR SIGNATURE: _____ DATE: _____

TERMS & CONDITIONS

Person completing the Vendor Application must be the person running the vendor booth on the day of the event.*** Once Vendor's Application and payment have been received by People's Electric Cooperative, there will be no refund of said paid fees. These fees help insure vendor spaces will be occupied and will go toward facility rental and advertising cost associated with this event. Please be sure to consider this before you submit your application and payment.

NOTICE: Your vendor booth space will not be assigned until funds, application and paperwork have been received. Booth assignments will be on a first come, first served basis. Vendor's prior years' participation in the event does not guarantee assignment of same booth space. Event organizer reserves the right to relocate vendor booth space if necessary for the good of the event. **Completed Vendor Application, applicable payment and/or paperwork must be received by the Event Organizer in order for the booth reservation to be considered complete. Completed applications, applicable payment and/or paperwork will not be accepted by the Event Organizer after 12 PM Noon, Wednesday, September 25, 2019. If completed application is not received within this specified time-frame, said application will become null and void and said booth space(s) will be offered to another vendor.

Vendor applications completed prior to September 1 will receive confirmation of their registration via letter around the second week of September. The letter will include instructions and your assigned vendor space. Those who reserve after September 1 will receive a call or email regarding their booth location the week prior to the event.

DATE & TIME FOR VENDOR SETUP & TAKE DOWN: The event begins at 9:00 am on Saturday, September 28, 2019. Doors will open at approximately 7:00 am on Saturday morning. Vendors should be set up no later than 8:00 am. Early set-up may take place between 3:00 pm and 8:00 pm on Friday, September 27, 2019. An off-duty police officer will be hired to guard the area all night; however, PEC will not be held responsible for your equipment and/or products. Vendor take down and cleanup will end no later than 3 pm on Saturday, September 28, 2019. Vendor will need to make sure that their vendor space is clean before they leave the premises.

PARKING: The small parking lot on the south side of the convention center building may be used ONLY during early set-up on Friday evening, September 27, 2019. On the morning of Saturday, September 28, 2019, no vehicles will be allowed in the small parking lot on the south side of the convention center building. Vendor parking will be available in the parking lot on the north side of the convention center, or in the large parking lot to the south of the entrance off Broadway.

Vendors are responsible for collecting and remitting all applicable sales taxes for merchandise sold at PEC's 2019 Annual Meeting. Vendors will only be allowed to promote their products and services at their assigned vendor booth space. Vendors will not perform any illegal activities or allow any activity that is illegal, defined by Federal, State and/or laws of the jurisdiction where this event is being held.

Internet services will not be available for vendors at the Pontotoc County Agri-Plex.

Food Vendors are responsible for obtaining a Temporary Food License on or before September 28, 2019 from the Pontotoc County Health Department in Ada, Oklahoma, as required by law. Vendor can contact the Pontotoc County Health Department by phone at (580) 332-2011 for more information and to insure county compliance. Food Truck Vendors will be required to provide documentation to Jennifer Boeck or Kaia Hicks, Event Organizers, at least 15 days before September 28, 2019 to prove compliance.

As a Vendor in PEC's 2019 Annual Meeting (set for September 28, 2019 at the Pontotoc County Agri-Plex in Ada, OK), I hereby accept and agree to the terms and conditions listed in this Vendor Application. I understand and accept that my vendor fee (if applicable) will not be refunded to me after submission UNLESS this event has been canceled by event organizer. I understand and agree that I will not hold Jennifer Boeck or Kaia Hicks, individually, and People's Electric Cooperative of Ada and/or any of its representatives or staff responsible for any lost, damaged, unaccounted for or stolen items, and for any injury and/or accident to myself and/or any member of my staff or family that may result from my participation in PEC's 2019 Annual Meeting held on September 28, 2019.

Contact Info: People's Electric Cooperative
Jennifer Boeck, VP Corporate Communications & Community Relations
P.O. Box 429 | Ada, OK 74821
(580) 332-3031
jennifer.boeck@peopleselectric.coop | www.PeoplesElectric.coop