



## Standard Operating Procedures

Please read all of the specific City Vendor Rules in the Vendor Applications by clicking on the specific City's Tab listed on the left side of the screen.

- Fax your Application no later than one week of the Show to **877-485-3554**
- Fax your Certificate of Insurance along with your Application to **877-485-3554**
- Contact the local City Health Department for a Temporary Food Permit
- Contact the local Fire Department for Propane Tank Usage Permit
- Adhere to the local City Temporary Tent Rules, Ordinances, and Regulations
- Select space size 10x10 (**\$500.00**) or 10x20 or Trailer (**\$750.00**)
- Non-Alcohol Liquid Sales (**\$500.00**)
- Food or Craft Vending Fee deadline is Wednesday, 3 days before the Show
  - Make your money order payable to: Kinfolks Foundation
  - Mail your money order to: Post Office Box 50123 - Midwest City, OK 73140
- Submit a \$250.00 blank money order Clean Up Deposit during Vendors Meeting
  - Deposit will be returned once space is totally cleaned and inspected
- Merchandise must be approved by the Soul Food Festival Director of Operations
- Booth Set-up available on Friday night after Vendors Meeting (**based on location**)
- Booth must be set-up by 1:00 p.m. day of the Show for Fire Marshall Inspection
- Vending start time will be when the "Doors Open" (**time based on location**)
- Vending end time will be at the close of the Show (**time based on location**)
- Check out with the Vending Coordinator before you leave the premises

**These rules are carefully noted for you to have a successful experience while vending at the Soul Food Festival events. Your temporary set-up and any overflow should be strategically constructed within your reserved space. Any overflow of excessive equipment set-up in an un-permitted area could cost you your deposit. Not abiding by any one of these rules are grounds for dismissal the day of the show.**

**There will be no vending space refunds for any reasons.**