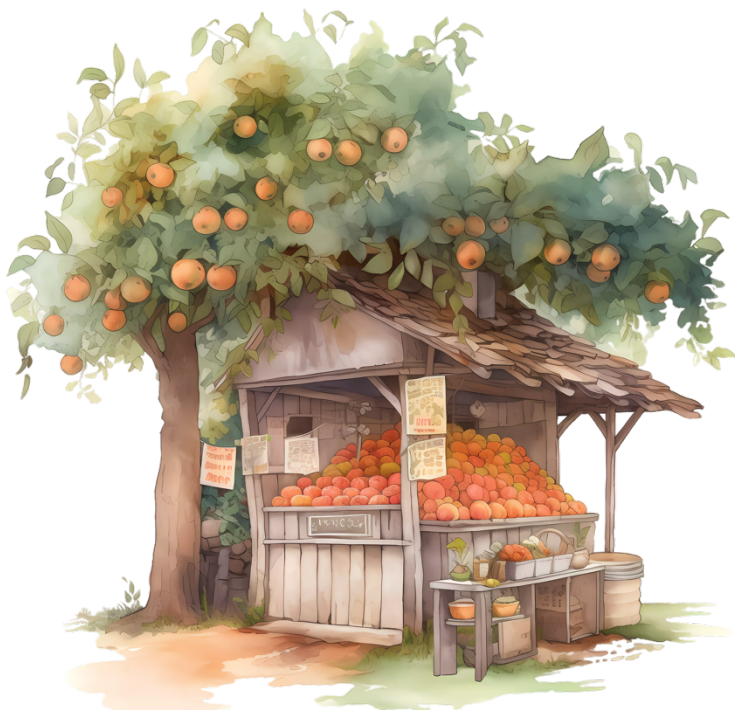


58<sup>th</sup> Annual  
Porter Peach Festival  
July 18<sup>th</sup> 19<sup>th</sup> 20<sup>th</sup> 2024



Presented By  
The Porter Lions Club

2024  
Commercial Food  
Vendor Packet



2024 Vendor  
Coordinator Information

Krystal Miller~Livesay  
(918) 441 – 1444  
(Text first please)  
dashnk27@gmail.com

# Commercial Food Vendors General Information



Join us this Summer for the 58<sup>th</sup> Annual Porter Peach Festival presented by The Porter Lions Club. We will celebrate the town's agriculture legacy outdoors and over 3 days with live music, a parade, car show, prize peach auction, free peaches and ice cream, and so much more! Everyone is bound to have a peach-tastic time!

## 2024 Porter Peach Festival Dates & Hours

Set Up – Thursday, July 18<sup>th</sup>: 7:30 a.m. – 10:00 a.m.

No early or late check in allowed.

Thursday, July 18<sup>th</sup>: 5:00 p.m. – 10:00 p.m.

Friday, July 19<sup>th</sup>: 5:00 p.m. – 11:00 p.m.

Saturday, July 20<sup>th</sup>: 9:00 a.m. – 11:00 p.m.

(You will not have access to your space until after the 5k is finished on Saturday.)

We filled to 100% capacity in 2023, so I encourage you to apply early. If you are a returning vendor then you will get first priority until March 1<sup>st</sup> 2024. If you are a returning vendor then you may request to be in the same space as previous years, but I cannot guarantee you the same exact spot. Payment is due within 30 days of applying. No exceptions. Please make sure to fill out your entire application and send in everything needed from the checklist to avoid being turned down.

## Rates for Commercial Food Vendors

Booth Spaces are 10ft. x 10ft.

1 ~ \$400 2 ~ \$450 3 ~ \$500 4 ~ \$600 5~ \$700

Electric and water are included.

There will be a \$250 fine issued if you do not fit within the spaces you pay for, AND/OR you tell me you need a 110 v for electric when you actually need 220 v. Also, you may be denied entry if I cannot make space or find room for your electrical needs.

# Commercial Food Vendors Rules & Regulations & Housekeeping



## Set Up – Electricity – Tear Down

You will check in for the Porter Peach Festival at the Porter Civic Center. Please park on the left side (East) of the road when checking in, not in the middle of the street. Set up Commercial Food Vendors is from 7:30 a.m. – 10:00 a.m. There will be no early or late check in allowed. You must set up within your designated 10 x 10 spaces. There will be full boxes painted on the ground this year. Again, if you don't fit within your area or you need additional electricity you will be fined \$250, and you may be asked to leave. If an electrician is called out for any reason that is deemed the vendor's fault, then the vendor will be responsible for the electrical charges and repairs. You cannot leave after set up until you have been approved by the Oklahoma State Health Department (if this applies to you). All vendors must be cleared of their booth space and all debris cleaned up for inspection at 1 a.m. on Saturday evening. You will receive a \$250 fine if your area is not cleaned up or you are not cleared out by 1:00 a.m. You may not start tearing down before 11:00 p.m. on Saturday.

## Hours – Operation – Parade – 5K

You must have someone operating your vendor space during festival hours, and you must participate all 3 days of the Porter Peach Festival. You will conduct your operation in a safe manner. You agree to keep your vendor space clean and neat at all times. You will place trash in dumpsters. You cannot close your vendor space early on any days, including if you sell out of your items. You must furnish tables, grounded electrical cords, water hoses, tents, shade cover, and all other equipment needed. You may still conduct business during the parade; however, we encourage you to be alert and help keep people out of the direct line of the parade. You will not be allowed to conduct business or have access to your vendor space during the 5K. There will be a short window after the 5K, and before we open on Saturday for you to set up.

# Commercial Food Vendors Rules & Regulations & Housekeeping



## How to Get Yourself Banned

There will be a zero-tolerance policy for bullying or harassment of any kind. You may not threaten myself, my team, other vendors, participants, etc., in any form. Depending on the severity of the situation you will be asked to leave, will not be refunded any fees, and will not be allowed to return.

If you move any barriers such as but not limited to road closed signs and barricades you will be asked to leave, will not be refunded any fees, and will not be allowed to return.

## Space Assignment

I will email an updated map and space assignments no later than a week before the Porter Peach Festival. I reserve the right to reassign and redesign any space when it will, in my opinion, enhance traffic flow and the appearance of the Porter Peach Festival. If you are a returning vendor, I will do my absolute best to get you in your previous space, however, I cannot guarantee it. Electrical and water needs will ultimately determine the map layout. I am adding designated spaces for storage, if you would like to park your supply trailer close this year then please indicate that on your application.

## Vendor and Volunteer Lounge

The vendor and volunteer lounge will be at the First Baptist Church in Porter again. You will need to have a parking pass and a wristband to enter. I will send out an email in July to confirm the number of people and cars you need passes for. This space will have private bathrooms, free bottled water, hopefully fresh peaches (depending on availability), tables, chairs, and air conditioning for you to utilize as needed. Please be respectful of the space and the volunteers who are running it.

# Commercial Food Vendors Rules & Regulations & Housekeeping



## Refund Policy

You must submit a request for a cancelation via email, and it must be approved before June 1<sup>st</sup> 2024. Any cancelation made before June 1<sup>st</sup> 2024 will be refunded in full. Any cancelation made on June 2<sup>nd</sup> 2024 or after will not be offered a refund, but you may have the option to roll your vendor fees over to 2025.

## Parking – ATVs

We strongly encourage you to park your personal vehicles in the volunteer and vendor parking lot located at the First Baptist Church, however, there is street side parking in various areas throughout town. You are not allowed to bring campers, RVs, etc. Personal ATVs, golf carts, etc. are not allowed within the festival area.

## Other

This festival is held mid-July in Oklahoma and is outdoors so please be prepared for any summer storms that may take place. If a summer storm takes place, then I will send out a mass email explaining the plan for how we are handling the storm (if mother nature gives my team enough time to plan), and how we plan to operate after the storm. Please also bring all equipment needed to withstand outdoor conditions such as water puddles, extreme heat, etc.

You may have personal speakers playing music for your vendor space, however, please be respectful of your neighbors and people attending festival.

You can have decorations or signs that sit outside of your 10x10 space, but they must be put away during the 5K and parade on Saturday.

# Commercial Food Vendors Letter from Krystal Liability Statement



Dear Vendor Applicant,

My name is Krystal Miller-Livesay, and I am a 4<sup>th</sup> Generation Farmer at Livesay Orchards, the President of the Porter Lions Club, Vendor Coordinator and Social Media Manager for the Porter Peach Festival, and the Porter Peach Pageant Director. As you can tell from the many hats that I wear, I am quite busy, but I absolutely enjoy helping the Porter Lions Club host one of the largest agriculture festivals in the state celebrating the town's legacy crop, the Porter Peach. I am looking forward to working with you this year and hopefully many festivals in the future. I encourage you to read this entire application packet before asking me any questions, if you still have questions then I encourage you to email me or text me. I have a spam block set up on my phone because I get over 20 spam calls a day, and will not answer unknown callers. If you call me, please leave a voicemail, and I will get back to you as quickly as I can. If you want a quicker response, please text me. Lastly, I have a zero-tolerance policy for harassment and bullying, and if you feel the need to express your complaint or opinion with meanness or anger then you will be removed from the roster even if your application is already accepted. I hope the Porter Peach Festival will bring you lots of new connections and clients over the 3-day outdoor festival with over 10,000 people celebrating Porter Peaches!

~ Krystal Miller-Livesay (918) 441 – 1444 dashnk27@gmail.com

## Liability Statement

Vendor expressly agrees to indemnify, defend, and hold harmless the Porter Lions Club, its officers, volunteers, Porter Peach Festival Committee, the City of Porter, its officers, employees and city council, from any and all claims, causes of action, liability, cost, expense or judgment relating to such goods, merchandise, or services, including without limitation, any liability from all manner of actions, causes of action, debts, accounts, bond, contracts, claims and demands for or by reason of any damage, loss, or injury to person and property which has been or may be sustained as a consequence of participation in the Porter Peach Festival.

# Commercial Food Vendors Check List



## Please Provide the Following

1. Commercial Food Vendor Application. Please email me the completed application only, not the entire vendor packet. If you are mailing me a physical copy then please text me to let me know.
2. Copy of your current Certificate of Insurance valid through July 20<sup>th</sup> 2024. Your COI must have the Porter Lions Club listed as additional insured.
3. Two photos of your booth display showing the items you sell, and your “store front”. (Please do not send physical photos you want back.)
4. A list of all items you will be selling at the Porter Peach Festival. I will not accept your application without this list. Items you add after your application is approved may result in your expulsion from the festival.
5. Copy of your current Oklahoma Sales Tax Permit (unless otherwise exempt). If you are exempt, please note on the application and attach a copy of the exemption letter.
6. Copy of a completed 2024 Health Department Special Event Form. Copy of current State of Oklahoma Food Establishment License (unless otherwise exempt).
7. Form of Payment (due within 30 days of applying). Check, Venmo, Money Order, Cashier’s Check, or Cash (DO NOT mail cash).  
Venmo – PorterLionsClub

The Porter Lions Club reserves the right to reject any application for any reason. If you have any questions, please email or text Krystal at [dashnk27@gmail.com](mailto:dashnk27@gmail.com) or (918) 441 -1444.



Oklahoma State  
Department of Health  
Creating a State of Health



**Event Name: Porter Peach Festival**  
**Event Date: July 18<sup>th</sup> 19<sup>th</sup> 20<sup>th</sup> 2024**

Muskogee County Health Department  
530 S 34<sup>th</sup> St  
Muskogee, OK 74001  
Office Phone 918-912-2180  
Cell Phone 405-919-5233  
Hailey.Wilson@health.ok.gov

OWNER NAME: \_\_\_\_\_

FOOD UNIT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

MENU: \_\_\_\_\_

\*\*HEALTH DEPARTMENT FOOD LICENSE NUMBER: \_\_\_\_\_

SIGNED \_\_\_\_\_

**\*\*IF YOU DO NOT HAVE AN OKLAHOMA STATE HEALTH DEPARTMENT LICENSE, YOU MUST BUY A TEMPORARY LICENSE FOR \$50 THE FIRST DAY OF THE EVENT. PLEASE RETURN THIS FORM AND THE HEALTH DEPARTMENT WILL CONTACT YOU REGARDING REQUIREMENTS FOR A TEMPORARY LICENSE.**

.....

Please complete and email this form to the above address and the Health Department will contact you.

\*\*\*\*\*FOR HEALTH DEPARTMENT USE ONLY\*\*\*\*\*

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_  
SIGNED \_\_\_\_\_ DATE \_\_\_\_\_



# 58<sup>th</sup> Annual Porter Peach Festival July 18<sup>th</sup> 19<sup>th</sup> 20<sup>th</sup> 2024

## Commercial Food Vendor Application

Booth Space Size (10x10ft) Cost Is \$400. 2 Spaces \$450. 3 Spaces \$500. 4 spaces \$600. 5 spaces \$700.

Do You Need Electric? Yes Or No. Circle One. 110v / 220v Circle One. \_\_\_\_\_ amps.

Number Of Plugins \_\_\_\_\_ (Maximum Of 3) Requested Space Numbers: \_\_\_\_\_

Do You Have A Generator? Yes or No. Circle One.

**\*\*Generators are only allowed in certain areas, and must meet certain requirements.\*\***

What is the dB rating for your generator? \_\_\_\_\_ (If it is above 60 dB it must have a muffler box).

Would you like to utilize storage parking for your equipment trailer? Yes or No. Please see map. This will be first come, first serve, but subject to my approval. Limited Availability.

Name Of Booth/Business: \_\_\_\_\_

Type Of Booth: \_\_\_\_\_ [Table, Tent, Trailer] **\*\* There Is No Shade. \*\***

What Are You Selling? \_\_\_\_\_

**ID – The Oklahoma Tax Commission requires that all festival vendors provide their Federal Employer Identification Number or Social Security Number: \_\_\_\_\_**

Oklahoma Sales Tax Permit Number: \_\_\_\_\_

Requested Space Numbers: \_\_\_\_\_

Do You Have A Facebook, An Instagram, Or A Website? Circle The Ones You Have.

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Physical Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

(Needed For Updates, Announcements, Etc.)

Spaces Can Be Paid By Cashier's Check, Money Order, Personal Check, Venmo, Or Cash.

Spots Must Be Paid For Within 30 days of Applying. (No Exceptions).

Make Payment To:

PORTER LION'S CLUB

Send Payment To:

Porter Peach Festival PO BOX 74 Porter, OK 74454

For Questions, Please Contact Krystal Livesay At 918-441-1444 (Text First Please)

Email: [dashnk27@gmail.com](mailto:dashnk27@gmail.com).

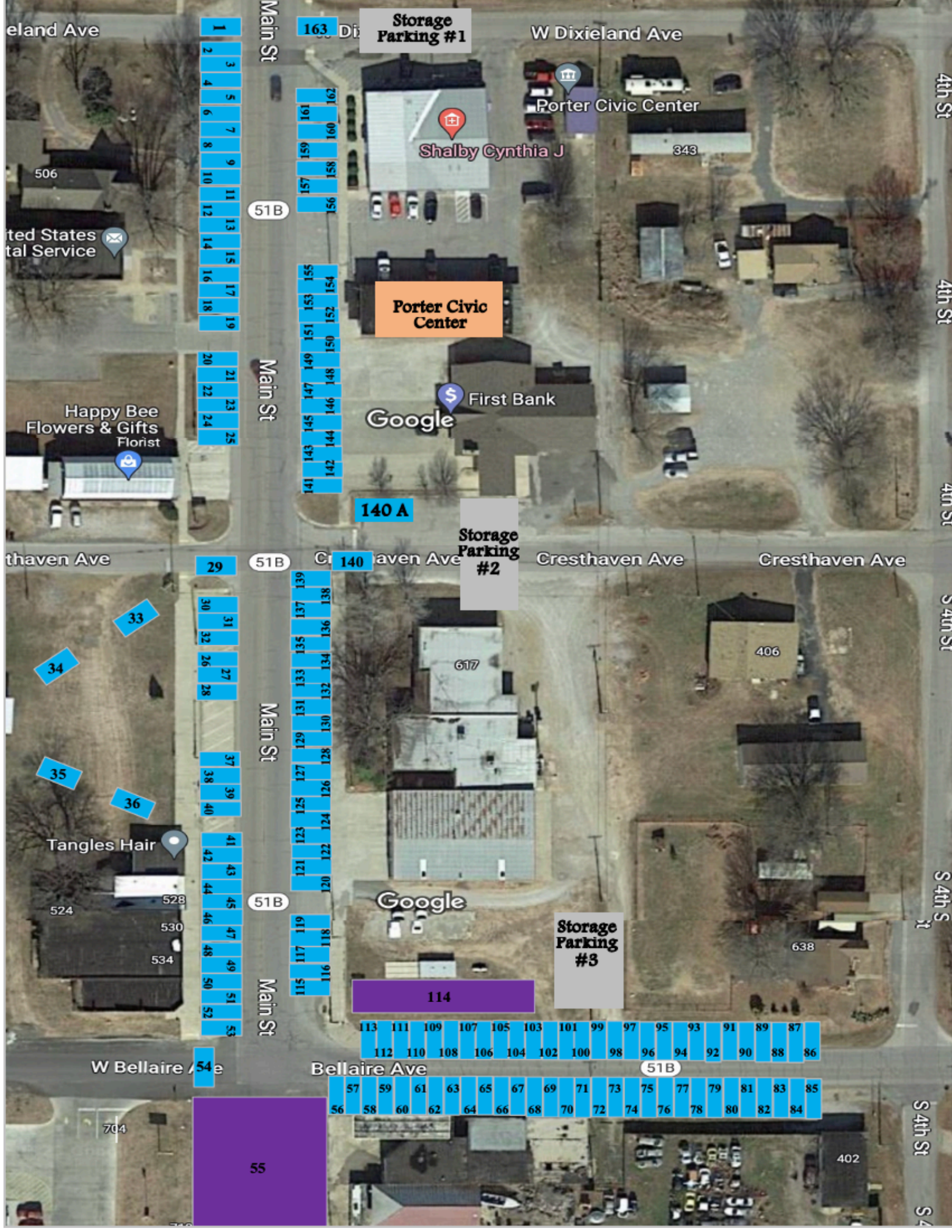
The Porter Lion's Club Is Not Responsible For Accidents, Loss, Or Damage To Your Property.

Filling Out This Application Does Not Guarantee A Spot. Your Money Will Be Refunded If Your Application Is

Not Accepted. I will let you know within a week of applying if you are accepted, rejected, or waitlisted. **If you sign and date this application you are agreeing to all rules and regulations, and you have read this entire vendor application packet.**

**Please Sign & Date Here:**

\_\_\_\_\_



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51B

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Storage Parking #1

W Dixieland Ave

Porter Civic Center

Shalby Cynthia J

343

Porter Civic Center

First Bank

Google

United States Postal Service

Happy Bee Flowers & Gifts Florist

Cresthaven Ave

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140 A

Storage Parking #2

Cresthaven Ave

Cresthaven Ave

Cresthaven Ave

617

406

Google

Storage Parking #3

Tangles Hair

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530

534

638

W Bellaire Ave

Bellaire Ave

51B

55

704

402

4th St

4th St

4th St

S 4th St

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S 4th St