



Chamber of Commerce Broken Bow

**2016 Shop Hometown Christmas
Vendor Application
December 3, 2016 10 am – 4 pm**

All Vendors Welcome On Broadway Street Downtown Broken Bow

The Broken Bow Chamber of Commerce's Broken Bow Area Merchants Committee will hold a Shop Hometown Christmas on December 3rd from 10 am - 4 pm. Area merchants will have sidewalk sales downtown on Broadway Street.

CRAFTERS, VENDORS & Demonstrators: Fee is \$25 to set up. Must fill out an application and get it to Broken Bow Chamber by November 29th. All vendors must fill out vendor liability form before they set up. You will be notified by December 1st if you have been approved to set up.

BOOTH INFO: Booth spaces are approximately 20 feet wide by 10 feet deep. If you require more than ten feet in width, you will need to ask for 2 spaces. Vendors are responsible for their own canopy, table and displays. Please prepare for our unpredictable weather.

Booth Set Up: 8 am – 10 am No one can park in the Vendor area, supplies, trucks and trailers cannot be in vendor area after 9:30 am.

NO EXCEPTIONS. You will not be able to park by your booth must unload and drive out by 9:30 am. No electricity will be provided. Any use of “quiet” generators must be preapproved in advance by committee. Do not plan on having electrical power of any kind.

SALES TAX: All vendors are required to fill out sales tax forms and provide tax numbers. Sales tax numbers must be on application in order to be preapproved.

Shop Broken Bow Hometown Christmas Vendor Application

Business Name _____

Contact Person _____

Phone _____ Cell Phone _____

Address _____

City _____ State _____ Zip _____

Sales Tax # _____

Email _____

Number of Spaces Requested

Is your booth a tent or trailer?

Please include product description and range of pricing.

Is there anything else we need to know about your booth or product?

Please Attach Photos

Event Date: December 3rd, 2016

Please send completed Application via Mail, Email or Fax. Pictures can be dropped off, emailed, or mailed. Must sign liability wavier before setting up. Must have proper permits and insurance at event.

FOR MORE INFO – email: Bchamber@pine-net.com or

Call our office at 580-584-3393 Fax: 580-584-7698

Broken Bow Chamber of Commerce

113 W Martin Luther King Drive

Broken Bow, Ok 74728