

# OKEMAH PIONEER DAY CELEBRATION

## Craft & Food Vendor Application

Saturday, April 25, 2026 | 9:00 a.m. – 4:00 p.m.

Broadway Street in Downtown Okemah

You are invited to participate in the 2026 Pioneer Day Vendor Showcase, proudly sponsored by the Okemah Community Improvement Association (CIA).

This is a one-day event held on Saturday, April 25, 2026, in historic downtown Okemah.

In addition to the downtown festivities, Pioneer Day features numerous activities and events throughout the Okemah area, drawing a large and diverse crowd.

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## Event Information

- Event Hours: 9:00 a.m. – 4:00 p.m.
- Set-Up Deadline: All vendors must be fully set up by 9:00 a.m.
  - Booth Size: Approximately 12 ft x 12 ft
  - Electricity: NOT available

Vendors are responsible for providing their own tables, table coverings, chairs, backdrops, and display materials. Booths must be neat, attractive, and visually appealing.

## **Vendor Fees:** Food Truck: \$100 Craft / Sales Vendors: \$70 Non-Profit \$40

- The Okemah Community Improvement Association (CIA) reserves the right to determine booth placement to create a well-balanced and uniform event layout.
- The CIA assumes no responsibility or liability for theft, vandalism, injury, or loss before, during, or after the event, including set-up and teardown.
  - The CIA is not responsible for insufficient or returned checks accepted by vendors.
  - All vendors must comply with Oklahoma Tax Commission requirements.
  - Vendors without an Oklahoma Sales Tax Permit will be required to have sales tax collected at the rate of .10.
  - All vendors selling food or merchandise will be reported to the Oklahoma Tax Commission as required by law.

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## How to Apply

Please mail the following:

- Completed application +Vendor fee +Copy of your Oklahoma Sales Tax Permit  
Mail to: City of Okemah % Cheryl Fisher 502 W. Broadway Okemah, OK 74859

Make checks payable to: Okemah Community Improvement Association

***Limited Spaces Available***

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- You will receive an email confirmation once your application is accepted.
- During the first week of April, vendors will receive an emailed packet with event instructions and a parking pass.

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## Questions? Contact Cheryl Fisher

📞 918-623-1050 ext. 103 ⏰ Monday–Friday | 8:00 a.m. – 4:00 p.m. or 📩 [accountsreceivable@okemahok.gov](mailto:accountsreceivable@okemahok.gov)

# Okemah Pioneer Day Celebration

## Craft & Food Vendor Application

Event Date: Saturday, April 25, 2026 ~ 9am-4pm

### Section 1: Vendor Information

Please print clearly.

Business/Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

OK Sales Tax Permit # if applicable: \_\_\_\_\_

### Section 2: Booth Selection & Fees

Note: Booth spaces are allocated on a first-come, first-served basis

<u>Space Type</u>	<u>Rate</u>	<u>Quantity</u>	<u>Total</u>
Food Truck/Trailer	\$ 100	_____	\$ _____
Craft/Retail 12'x12'	\$70	_____	\$ _____
Non-Profit	\$40	_____	\$ _____
Grand Total			\$ _____

For Food Trucks/Trailers:

- Total Dimensions (Length x Width): \_\_\_\_\_

Description of Items Sold: (To ensure a diverse shopping experience, we aim to space similar vendors apart. Please be specific.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Section 3: Release & Acknowledgement**

I hereby apply to be an exhibitor in the Okemah Pioneer Day Festival. I agree to abide by the rules and regulations established by the CIA. I release and forever discharge the Okemah Pioneer Day Festival from any responsibility or liability for loss, claims, damages, theft, injury, or accident.

I agree to maintain my space, merchandise, and business practices professionally. I understand that violation or non-compliance of rules may result in immediate expulsion from the festival without refund. By signing below, I acknowledge that I have read and understand all rules and regulations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Section 4: Submission Instructions**

Please return this completed form and payment to:

City of Okemah Attn: Cheryl Fisher

502 W Broadway

Okemah, OK 74859

Contact for Questions:

- Name: Cheryl Fisher Community Planner
- Phone: 918-623-1050 ext. 103
- Email: [accountsreceivable@okemahok.gov](mailto:accountsreceivable@okemahok.gov)